EDUCATION THAT WORKS

Forsyth Tech

COMMUNITY COLLEGE

Student Handbook

2003 - 2004

Name _____

Curriculum _____

Advisor _____

Office Location _____ Phone _____

E-Mail Address _____

STUDENTS • LEARNING • TECHNOLOGY

www.forsythtech.edu

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All information in this publication is subject to change without notice.

www.forsythtech.edu

admissions@forsyth.cc.nc.us

Substantial effort has been made to ensure the maximum accuracy of this information. Forsyth Tech cannot and does not guarantee the correctness of all the information, nor the complete absence of errors and/or omissions.

Mission

Forsyth Technical Community College is a comprehensive community college providing technical, transfer, adult basic education, corporate and continuing education programs, and support services that are innovative, flexible, and responsive to student and community needs. The college offers lifelong learning opportunities and support for diverse learners through both traditional and alternative delivery systems. The college also supports economic growth and opportunity through work force development and community development through partnerships with public and private sectors. Graduates of Forsyth Tech are technically skilled, regionally and globally oriented, and prepared for lifelong learning and full civic participation.

Statement of Values

The community of students, faculty, and staff of Forsyth Technical Community College is committed to these values:
We value our students, hold high expectations of them, and are ceaselessly committed to helping them meet their goals.

We are a learner-centered college providing a variety of quality learning opportunities tailored to student and community needs.

We recognize the impact of ongoing technological change on the educational process and on the lives of our students, and embrace this change in our college community.

We are committed to building the community we serve to make it a better place to live.

We value a work environment characterized by mutual respect, and demand of ourselves the highest competence, trust, and integrity.

Equal Opportunity Policy

Forsyth Technical Community College is committed to the principle of equal opportunity. It is an Affirmative Action, Equal Opportunity, ADA, Section 504 institution and does not discriminate on the basis of race, sex, color, age, religion, national origin, disability, or political affiliation with regard to its students, employees, or applicants for admission or employment.

The Student Government Council welcomes you to Forsyth Technical Community College.

We also welcome you to membership in the Student Government Council (SGC). All curriculum students pay the $9.00 student activity fee when they register and automatically become members of Forsyth Tech's Student Government Association (SGA).

For more information concerning the SGC, see pages 27 through 31 and the back cover.

Did you know that your **Student Activitity Fees** pay for all this?

Graduation Expenses are Partially Covered

- It costs over $25 per student to hold a graduation ceremony. Currently, students pay only a graduation fee of $10 for each diploma received.

Student Activities and Entertainment

- Fall Festival
- Spring Fling
- Martin Luther King Jr. Celebration
- Night Student Appreciation

Student Publications

- Student Handbook
- *Technically Speaking* (student newspaper)

Equipment and Registration Fees

- Men's Basketball
- Coed Cheerleading
- Women's Volleyball
- Women's Fastpitch Softball

Student Government Association Expenses

- Student Activities Supervisor's Salary
- Student Activities Secretary's Salary
- Supplies & Materials for the Student Activities Center
- All SGA Printing Expenses

Student Government Council Conferences

- Forsyth Tech is a member of the North Carolina Comprehensive Community College (N4C) Student Government Association. The N4CSGA offers two conferences each year. These conferences offer workshops and seminars to prepare students to lead the SGA on their campuses.

Point Me in the Right Direction

Academic Questions	*Who to See*	*Where to Go*	*Phone*
Where do I go if I:			
need to determine my **academic standing**?	Records Office	Allman Center, Room 106, MC	7472
want to **audit a course**?	Academic Advisor **or** Records Office	 Allman Center, Room 106, MC	 7472
can't start a course as assigned?	Course Instructor		
want to take a **continuing education** course?	Customer Service Center	South Lobby, WC	761-1002
want to **change curriculums**?	Records Office	Allman Center, Room 106, MC	7472
have a concern about **a course grade**?	Academic Dean		
need my **grade point refigured**?	Academic Advisor **or** Counseling and Career Services	 Allman Center, Room 164, MC	 7226
need to determine if I **meet graduation requirements**?	Academic Advisor **or** Student Data Support Services	 Allman Center, Room 111, MC	 7314
need an **intent to graduate form**?	Student Data Support Services **or** Cashier's Office	Allman Center, Room 111, MC Allman Center, 2nd Floor, MC	7314 7210
am having **problems with my classes**?	Counseling and Career Services	Allman Center, Room 164, MC	7226
have questions about **academic probation**?	Academic Advisor **or** Counseling and Career Services	 Allman Center, Room 164, MC	 7226
want to take a **proficiency test**?	Academic Advisor		
need a **transcript of my grades**?	Records Office	Allman Center, Room 106, MC	7472
need **tutoring**?	Learning Center	Ardmore Hall, Room 143, MC	7365
want to **withdraw from a course or from school**?	Counseling and Career Services **or** Records Office	Allman Center, Room 164, MC Allman Center, Room 106, MC	7226 7472

Financial Questions	*Who to See*	*Where to Go*	*Phone*
Where do I go if I:			
need **financial aid**?	Student Financial Services	Allman Center, Room 148, MC	7235
need **financial assistance for child care**?	Student Financial Services	Allman Center, Room 148, MC	7235
want to **apply for a scholarship**?	Student Financial Service	Allman Center, Room 148, MC	7235
want to **apply for a tuition refund**?	Records Office	Allman Center, Room 106, MC	7472
need help in getting my **veteran's benefits**?	Student Financial Services	Allman Center, Room 148, MC	7235
have questions about my **tuition refund**?	Cashier's Office	Allman Center, 2nd Floor, MC	7210

Other Student Questions	Who to See	Where to Go	Phone
Where do I go if I:			
• want to get involved in **campus activities** or run for an **SGA office**?	Student Activities Center	Allman Center, Room 150, MC	7326
• have a question about **campus security**?	Public Safety	Carolina Annex, MC	7243
• need to report a **change of name or address**?	Records Office	Allman Center, Room 106, MC	7472
• need help in **choosing a career**?	Counseling and Career Services	Allman Center, Room 164, MC	7226
• need **tips on interviewing, finding a job**, and **preparing a resume**?	Counseling and Career Services	Allman Center, Room 164, MC	7206
• **locked my keys** in my car?	Public Safety	Carolina Annex, MC	7243
• need special **help due to a disability**?	Testing Center	Allman Center, Room 133, MC	7324
• need information about **housing**?	Counseling and Career Services	Allman Center, Room 164, MC	7226
• need **first aid**?	Public Safety	Carolina Annex, MC	7243
• want to see the **job listings**?	Counseling and Career Services	Allman Center, Room 164, MC	7206
• **lost or found** something on campus?	Information Desk	Allman Center, 1st Floor, MC	7448
	Public Safety	Carolina Annex, MC	7243
	Customer Service Center	South Lobby, WC	761-1002
• need **definition of college terminology**?	See College Catalog		
	or Admissions Office	Allman Center, Room 123, MC	7253
• want to **appeal a Forsyth Tech parking ticket**?	Public Safety	Carolina Annex, MC	7243
• want to **pay a Forsyth Tech parking ticket**?	Cashier's Office	Allman Center, 2nd Floor, MC	7210
• need help with a **personal problem**?	Counseling and Career Services	Allman Center, Room 164, MC	7226
• want to appeal my **residency status**?	Admissions Office	Allman Center, Room 123, MC	7253
• need help from an **outside agency**?	Shugart Women's Center at Forsyth Tech	Hauser Hall, Room 206, MC	7280
	or Counseling and Career Services	Allman Center, Room 164, MC	7226
	or James A. Rousseau II Minority Male Mentoring Program	Allman Center, Room 164, MC	7343

KEY

MC = Main Campus

MWC = Mazie S. Woodruff Center

WC = West Campus

Outside callers: Dial 734 plus the extension number. Local area code is 336.

Campus Phone Extensions

Faculty/Staff Directory
www.forsythtech.edu

Outside callers: Dial 734 plus the extension number. Local area code is 336.
Faculty/staff e-mail addresses: First initial then last name @forsyth.cc.nc.us

Ext.	Name	Office
7165	Adams, Alice	220 BGH
7736	Adams, Debra	WC
7221	Albert, Sandy	6146 SNY
7224	Allen, Marvin	181 HAU
7735	Anderson, Sharon	57 WC
7591	Arai, Hidemi	6134 SNY
7365	Baggett, Tracy	148 ARD
7908	Baity, Kristie	118-B1 GSC
7420	Baker, Susan	223 BGH
7265	Baldwin, Beverly	204 WIN
7303	Banks, Pam	HK
7157	Barnhardt, Wendy	243 BGH
7206	Barringer, Barbara	158 ALL
7491	Barringer, David	MAINT
7410	Bates, Robin Cranfill	251 ARD
7718	Bayse, Audrey	115 WC
7213	Beaton, Martha	225 ALL
7772	Bell-Prioleau, Teretha	111 WC
7729	Bennett, Carolyne	109 WC
7715	Berra, Ron	104 WC
7423	Black, Ann	256 BGH
7718	Blanco, Flor	115 WC
7220	Bodsford, Brenda	448 ALL
7511	Boger, Dale	6135 SNY
7428	Bonds, Phyllis	213 BGH
7182	Boshela, Don	218 BGH
7225	Bowen, Karen	188 HAU
7476	Brannock, Shane	CAR ANX
7344	Brewer, Kitty	405 ALL
7378	Briggs, John	235 ARD
7519	Brimmer, Tanya	210 ALL
7290	Brincefield, Chris	6012 SNY
7217	Brooks, Yvonne	167 ARD
7156	Brown, Alisha	281 BGH
7173	Brown, Douglas	205 ARD
7231	Brown, Ike	CAR
7305	Brown, Joshua	448 ALL
7322	Brown, Marshall	MAINT
7293	Bryan, Billy	218 ALL
7350	Brzorad, John	219 BGH
7342	Burns, Herb	6227 SNY
7216	Candelaria, Randy	165 ARD
7303	Cannon, Ethel	HK
7430	Cassell, John	224 BGH
7737	Cathey, Jerri	103 WC
7354	Chandler, Joe	206 ARD
7911	Chandler, Page	230-D GSC
7280	Chandler, Terri	206 HAU
7246	Chase, Greg	207 ALL
7297	Cherry, Jewel	223 ARD
7457	Churchill, Jim	308-C ALL

Ext.	Name	Office
7167	Cliburn, Chris	258-B HAU
7907	Clinard, Patricia	118-B1 GSC
7571	Cline, Brenda	244 HAU
7402	Cline, Jane	234 ARD
7959	Cline, Janet	118-B2 MWC
7411	Coe, Kathy	110 BGH
7466	Cofer, Mona	238 ALL
7719	Coleman, Lora	4 WC
7248	Compton, Paula	107 ALL
7389	Conley, Kevin	252 ARD
7471	Cook, Gwen	106 ALL
7285	Cornelison, Dwight	126 CAR
7520	Covitz, Shari	420 ALL
7778	Craft, Tara	4 WC
7413	Cranford, Vickie	107 BGH
7303	Cremedy, Tina	HK
7648	Crooks, Carol	6143 SNY
7282	Cross, Stormy	6105 SNY
7509	Cutler, Daisy	150 ALL
7256	Dalton, Sandra	123 ALL
7340	Davis, Dwaine	340 ALL
7419	Davis, Polly	203 BGH
7303	Davis, Rick	204 MAINT
7963	Dawalbhakta, Alpha	230-A MWC
7283	Day, Garry	209-A WIN
7491	Day, Randy	MAINT
7300	Delp, Joanne	6008 SNY
7170	Desmarais, Rachel	236 HAU
7380	DeVane, Gloria	253 ARD
7505	DeWitt, Linda	224-B HAU
7738	Dickens, Carolyn	132 WC
7953	Dillard, Betty	101 MWC
7480	Dillard, Rose	100 ARD
7171	Dorsett, Sam	224-D HAU
7272	Draughn, Regina	140 ALL
7178	Durham, Debbie	255 BGH
7362	Durham, Laura	210 ARD
7384	Dyson, Jodi	145 ALL
7222	Ealey, Kim	242 ALL
7382	Earl, Renarde	CAR ANX
7518	Emp Security Rep	150 ALL
7528	Eddy, Roger	308 HAU
7244	Edwards, Mike	CAR ANX
7185	Eggert, Lynne	W208 BGH
7303	Eldridge, Brenda	HK
7322	Ellender Mike	MAINT
7555	Essick, Phillip	411 ALL
7521	Evans, Tanya	418 ALL
7349	Everhart, Ralph	314 HAU
7189	Feathers-Magee, Marti	106 BGH
7454	Fortuna, Jim	308-D ALL

Ext.	Name	Office
7250	Frazier, Vickie	106 ALL
7176	Freeman, Carol	135 ARD
7418	Freeman, Linda	202 BGH
7324	Fuller, Barbara	133 ALL
7207	Fulp, Paula	428 ALL
7914	Ganzert, Bart	230-A GSC
7289	Gesler, Darlene	6010 SNY
7198	Geyer, Laura	6101 SNY
7184	Gibson, Chris	W209 BGH
7718	Glenn, Pam	115 WC
7163	Gordon, Frank	6138 SNY
7322	Gordon, John	MAINT
7408	Gordon, Merrill	262 HAU
7218	Gordon, Tom	133 ARD
7543	Gore, Dudley	6010 SNY
7491	Gore, Jason	MAINT
7452	Gough, Nathanael	346 ALL
7397	Grab, Joshua	6137 SNY
7228	Grady, Stan	259 HAU
7608	Gray, Shanika	448 ALL
7262	Green, Brenda	106-A ALL
7201	Green, Gary	445 ALL
7536	Gregory, Sherry	6010 SNY
7270	Gregory, Steve	258-A HAU
7771	Griffin, Michelle	107 WC
7281	Grose, Odell	138 CAR
7421	Guess, Barbara	345 ALL
7299	Gunnell, Brian	CAR ANX
7918	Gussman, Lynn	230-E GSC
7459	Hage, Elaine	309-E ALL
7396	Haith, Sylvia	6112 SNY
7364	Hale, Gavin	216 ALL
7271	Hall, Annette	208 HAU
631-1326	Hall, Bob	5SC
7205	Hamby, Yvonne	234 ALL
593-2482	Handy, Kay	SCy
7312	Hanes, Ken	200 WIN
7758	Hanna, Cindi	4 WC
7187	Harkness, Don	W205 BGH
7166	Harmel, Bonita	206 BGH
7923	Harpe, Michael	127 MWC
0	Harper, Linda	176 ALL
7764	Harris, Michael	4-A WC
7972	Harvey, Robin	104 WC
7559	Hauser, Debbra	259 ALL
7491	Hawks, Garrison	MAINT
7329	Hedrick, Annette	184 HAU
593-4283	Hennis, Anne	SCy
7401	Herring, Susan	221 ARD
7303	Herron, Charyl	HK
7268	Higgins, Roger	206 MAINT

Ext.	Name	Office
7313	Hill, Darrell	211-C WIN
7774	Hill, Linda	59 WC
7320	Hill, Norman	6136 SNY
7435	Hilton, Yolanda	230 BGH
7383	Hines, Krishauna	344 ALL
7276	Hodges, Warren	232 ARD
7300	Holcomb, Carolyn	6008 SNY
7492	Horton, Phyllis	201 BGH
7713	Huggins, Janice	56 WC
7758	Hunt, Barbara	6 WC
7241	Hustad, Peggy Sandin	156 ALL
7590	Hutcherson, Maria	260 ALL
7769	Hutchins, Wesley	WC
7412	Hutslar, Sally	106 BGH
7712	Ingle, Judy	4-E WC
7190	Janjua, Imran	448 ALL
7343	Jarrett, Darlene	164 ALL
7209	Jarvis, Ken	255 ALL
7360	Jeske, Mary	204 ALL
7319	Johnson, Gene	115 HAU
7449	Johnson, Rodney	404 ALL
7757	Johnson, Rose	127 WC
7951	Johnson, Triquanna	101 MWC
7507	Johnson, Trudee	309-A ALL
7258	Jones, Bonnie	122 ALL
7192	Jones, Lisa	147 ALL
7501	Jones, Jerry	258-C HAU
7433	Jones, Patty	319 BGH
7303	Jones, Walter	HK
7294	Justice, Eddie	CAR ANX
7547	Kearns, Gerry	224-A HAU
7390	Keener, Susan	309-D ALL
7450	Keith, Rebecca	224 ALL
7917	Killon, Kirk	230-D GSC
7243	Klinsing, Sandy	CAR ANX
7508	Labosky, Ted	124 ARD
7374	Lanning, Christie	409 ALL
7614	Latimer, Kate	W210 BGH
7461	Lawing, Barry	6144 SNY
7221	Leonard, Susan	6146 SNY
7287	Leonard, Tommy	226 MAINT
7485	Lester, Joy	256 ARD
7177	Lewis, Daphne	448-B ALL
7249	Lindsay, Vickie	118 ALL
7391	Lineberry, Forest	254 ALL
7598	Lineberry, Kevin	260 ALL
7179	Long, Molly	212 BGH
7436	Lowery, Luther	249 BGH
7491	Lowery, Nicy	MAINT
7278	Marion, Marty	6213 SNY
631-1327	Marion, Sue	4SC

Ext.	Name	Office
7332	Marotz, Bill	322 HAU
7347	Marotz, Gae	6013 SNY
7439	Martin, June	207 BGH
7600	Martin, Sheila	217 MAINT
7400	Matthews, Tony	300-A SAL
7221	McCarson, Bonnie	6146 SNY
7357	McClive, Patty	448 ALL
7212	McClung, Phil	209 ALL
7460	McCorquodale, Elizabeth	318 ALL
7232	McCulloh, Susan	448-A ALL
7912	McGuire, George	205 GSC
7242	McLean, Sherraine	206 HAU
7260	McLendon, George	113 ALL
7303	McMoore, Barbara	HK
7277	Mecum, Ann	211-A WIN
7263	Meldonado Rivera, Gloria	117 ALL
7346	Merritt, Joani	238 ARD
7361	Messer, Edra	260 BGH
7619	Miller, Nancy	225 HAU
7603	Mitchell, Dawn	105 BGH
7969	Mitchell, George	230-A MWC
7331	Mitchell, Patrice	119 ALL
7426	Mobley, Pat	205 BGH
7649	Monk, Richard	147 HAU
7916	Moore, Kim	230-C GSC
7476	Moore, Mary	CAR ANX
7235	Moore, Pamela	148 ALL
7569	Moore, Sharon	222 BGH
7478	Moretz, Andy	168 ALL
7238	Morgan, Marian	146 ALL
7572	Morgan, Tammy	251 ALL
7296	Morris, Matt	308-B ALL
631-8878	Morris, Pauline	SHC
7207	Mounce, Dianne	429 ALL
7462	Mutton, Rick	260 BGH
7229	Neas, Jan	112 ARD
7725	Nelson, Jeannie	58 WC
7253	Newsome, Judy	123 ALL
7513	Ogletree-McDougal, Annette	419 ALL
7303	O'Neal, Pamela	HK
7303	O'Neal, Willie Jr.	HK
7303	O'Neal, Willie Sr.	HK
7387	Parker, Carol	226 HAU
631-1325	Parker, Kristy	5SC
7570	Pearce, Chris	151 HAU
7409	Pearce, Elsie	243 HAU
7322	Pennell, Steve	MAINT
631-1324	Perez, Rafael	5SC
631-1320	Perry, Nell	4SC
7406	Petree, Robin	302-A SAL
7236	Phelps, Susan	235 ALL
7464	Pinnix, Allen	6114 SNY
7407	Polanis, Marcia	224-C HAU
7303	Powell, Norma	HK

Ext.	Name	Office
7589	Pratt, Tom	205 MAINT
7523	Pritchard, Bernyce	204 BGH
7337	Queen, Garland	323 HAU
7606	Quesenberry, Amy	219 ALL
7317	Quesenberry, Scot	207 MAINT
7416	Rajacich, Carolyn	200 BGH
7902	Ray, Deana	101 GSC
7458	Redfield, Kristin	308-E ALL
7275	Reeves, Derrick	106 CAR
7172	Reid, Beth	215 ARD
7733	Richards, Tanya	WC
7240	Richardson, Colleen	162 ALL
7159	Richardson, Margaret	6101 SNY
7174	Richardson, Maryanna	240 ARD
7404	Richardson, Roger	204-C WIN
7958	Ricks, Shawn	118-B1 MWC
7308	Rinehardt, Sybil	242 ARD
7274	Robbins, Freddie	138-F PKY
7303	Roberson, Delores	HK
7334	Robertson, Randy	402 ALL
7754	Robinson, Sarah	WC
7303	Rockson, Annette	HK
7261	Rogers, Kay	238 ALL
7333	Roth, Tom	346 HAU
7195	Roundtree, Fredrick	334 ALL
7441	Rubush Shannon	258 BGH
7223	Rushing, Julie	218 BGH
7322	Saddler, Greg	MAINT
7443	Salandy, Andy	347 ALL
7483	Sallee, Athene	254 ARD
7214	Savey, Kelli	214 ALL
7286	Sechrest, Joe	410-B PIE
7405	Sequeira, Anna	342 ALL
7737	Sexton, Gloria	111 WC
7575	Shallua, Lucas	248 BGH
7303	Shanks, Lacy	HK
7314	Shepherd, Bruce	111 ALL
7970	Shepherd, Tom	205 MWC
7427	Sheppard, Perry	302-A BGH
7545	Sheppard, Wendy	CAR ANX
631-1323	Sherrill, Sherry	5SC
7957	Shields, Sheila	118-A MWC
7381	Shirk, Bob	6212 SNY
7768	Shirk, Louise	63 WC
7183	Shoaf, Don	W202 BGH
7535	Shumate, Eddie	305-A SAL
7202	Silverman, Cheri	429 ALL
7303	Simpson, Donna	HK
7330	Sineath, Alice	209 ARD
7901	Sineath, B. J.	103 GSC
7399	Skinner, Sara	6142 SNY
7251	Slade, John	243 ALL
7322	Smart, Robert	MAINT
7617	Smith, Elaine	6012 SNY
7527	Smith, Rod	108 CAR
7215	Smith, Shannon	214 ALL
7188	Smith, Teresa	W206 BGH

Ext.	Name	Office
7503	Souther, Tracey	156 HAU
7279	Southern, Tony	303-A SAL
7226	Spell, Anna	165-B ALL
7322	Sperber, Frank	MAINT
7303	Spillman, Sandra	HK
7219	Springs, Jennifer	104 ARD
7303	Springs, Ruth	HK
7376	Spurgeon, Thelma	204 HAU
7315	Squire, Annette	106 ALL
7567	Stainbrook, Eric	308-A ALL
7303	Stanley, Allene	HK
7221	Stanley, Charlotte	6146 SNY
7304	Stephens, Ed	406 ALL
7431	Stevens, Jessica	223 BGH
7534	Stoltz, Herb	303-E SAL
7611	Stovall, Pam	242 HAU
7549	Stowe, Chris	408 ALL
7316	Strausser, Karen	225 ALL
7254	Suggs, Sandra	121 ALL
7529	Sutphin, Donald	6210 SNY
7208	Swaim, Cathy	256 ALL
7442	Swaim, Grant	303-E SAL
7779	Swain, Mike	33 WC
7306	Swenson, Ed	6140 SNY
7516	Tatum, Bettie	219 MAINT
7753	Tennis, Heidi	38-A WC
7429	Thomas, Marie	232 BGH
7267	Thompson, Tommie	6116 SNY
7366	Todd, Martha	144 ALL
7440	Turner, Douglas	250 BGH
7484	Tuttle, Jackie	215-A BGH
7358	Tuttle, Jeff	233 ARD
7482	Tyson, Tommy	255 ARD
7759	Valenti, Ronnie	6 WC
7307	VanderKlok, Becki	448-C ALL
7776	Vargas, Nancy	110 WC
7373	Vernon, Carole	205 ALL
7326	Waddell, Eddie	153 ALL
7540	Wadsley, Sheila	218 ALL
7967	Walter, Gwen	230-D MWC
7728	Watson, Debra	4 WC
7964	Watts, Ann	230-B MWC
7234	Weaver, Cindy	163 ALL
7264	Webb, Linda	6008 SNY
7200	Weddle, Sherri	427 ALL
7956	Wenner, Ellen	118-A2 MWC
7491	West, Wilma	224 MAINT
7747	Westerman, Gloria	6 WC
7414	Whisenhunt, Jannette	211 BGH
7448	Whisenhunt, Rhonda	176 ALL
7438	White, Linda	251 BGH
7199	White, Mardi	152 HAU
7422	Wiggins, Cindy	302-B BGH
7259	Wilder, Bill	317 FOR
7504	Wiles, Jerri	208 HAU
7322	Wilkins, Dwayne	MAINT
7398	Williams, Ann	6132 SNY

Ext.	Name	Office
7303	Williams, Leola	HK
7455	Williams, Michelle	309-B ALL
7727	Williams, Tracey	56 WC
7239	Wilson, Van	160 ALL
7417	Wimbish, Janice	217 BGH
7255	Wood, Lorraine	120 ALL
0	Wood, Nelda	176 ALL
7968	Wooten, Donnetta	230-E MWC
7345	Wooten, Toni	404 ALL
7434	Worley, Ernestine	231 BGH
7323	Wright, Angie	6120 SNY
7919	Yates, Janet	230-F GSC
7965	Young, Phygenia	230-C MWC
7180	Yurko, Linda	W207 BGH
7425	Zink, Amy	259 BGH

West Campus
Telephone Preregistration (336) 761-1002

CAMPUS EMERGENCY 7325

OFFICE LOCATION KEY
See pages 33-34 for maps.

4SC .....4th Street Small .....Business Center .....(336) 631-1320
5SC .....5th Street Library Center ...(336) 631-1325
GSW .....Swisher Center 7903
MWC .....Mazie S. Woodruff Center ..7950
SCy .....Stokes County Office .....(336) 593-2482
SHC .....Southside Hispanic Center ..(336) 631-8878
WC .....West Campus 7718

MAIN CAMPUS LOCATIONS .....(336) 723-0371
ALL .....Allman Center
ARD .....Ardmore Hall
BGH .....Bob Greene Hall
CAR .....Carolina Building
CAR ANX .Carolina Annex
FOR .....Forsyth Building
HAU .....Hauser Hall
HK .....Housekeeing
MAINT ...Mainenance Builiding
PIE .....Piedmont Building
PKY .....Parkway Building
SAL .....Salem Building
SNY .....Snyder Hall
WIN .....Winston Building

Admissions

Transfer Credit

Applicants who have attended other post-secondary institutions may transfer credits in courses comparable in content, objective, quality, and credit hours to those offered at Forsyth Tech. When granting a transfer credit is in question, the student may be asked for supporting documentation such as a course description or course syllabus.

For accepted students, Forsyth Tech evaluates transfer credit for equivalent courses with the grade of C or better from member institutions of the North Carolina Community College System and other post-secondary institutions accredited by a regional accrediting association. Courses taken on a pass/fail basis will be considered only after receiving (in writing) the requirements necessary to receive a passing grade. The college transfer technician, director of admissions, and the appropriate dean in consultation with the appropriate department chairperson will make the final decision on the transfer of credit for questionable courses. A written evaluation will be sent to the student.

Credits transferred from other schools will be reflected on students' transcripts as hours earned and will not be used in the computation of grade point averages. A grade of TR will be given to show that the course was transferred from another college.

Many courses with technical or skill content have time limitations on the acceptance of transfer credit. This includes credits earned at Forsyth Tech, as well as at other institutions. Generally, courses in this classification taken more than five years before entry into Forsyth Tech cannot be considered for transfer purposes. The department chairperson responsible for the program of study determines the specific time limitations. Inquiries concerning transfer credits granted must be made to the college transfer technician in the Admissions Office during the student's first semester of enrollment. If a student is dissatisfied with the transfer credit granted, he/she should send a written request for re-evaluation to the director of admissions. After consulting with the division dean, director of admissions, will notify the student of the final decision on transfer credit to be granted.

Academics

Academic Advising

Forsyth Tech has an advisor/advisee program that is designed to provide a more personal atmosphere for the student and to increase communication between students and faculty. Each student is assigned an academic advisor who provides information related to program content, course content and prerequisite requirements, graduation requirements, and general information. Academic advisors assist in course planning and scheduling and also make referrals for personal counseling, financial aid counseling, or academic tutoring.

All students are required to meet with an academic advisor prior to registration or during the registration period. The purpose of this meeting is to ensure that course selection is appropriate for the student's educational goals and skill levels. Registration cards are to be signed by the student's academic advisor.

Registration

Forsyth Tech operates on the semester system. Fall and spring semesters are 16 weeks, and the summer term is 10 weeks. Some courses are offered on an eight-week or other alternative schedule during fall and spring semesters and summer term. In addition, upcoming registration and prepayment dates for currently-enrolled students are posted during the latter part of each semester.

On registration days, as published in the class schedule, all approved students may see an academic advisor and register for classes for that semester. Academic advisors are on campus to assist students with the registration process, and the Cashier's Office is open to accept tuition and fees. Students may register for, or drop courses, on these days.

Grade Reports and Transcripts

Students' grade reports are mailed after the end of each semester. The report includes the semester hour credits and the grade point average (GPA) earned, and the cumulative GPA for the semester.

Transcripts reflecting students' complete academic record at Forsyth Tech are maintained in the Records Office. Students may come to the office and complete a **Transcript Release Form**, or they may write a letter stating the name or names under which they attended the college, their social security number, the years they attended, and where the transcript should be sent. Official transcripts are sent directly to employers, educational institutions, etc. Transcripts issued to students are unofficial and indicate that they were issued to the student. While an official transcript in a sealed envelope may be issued to students, the transcript will note this procedure, and any receiving party will determine its acceptance as official. Students must pay a charge of $2 for each transcript.

Transcripts from other schools and other documents or forms that Forsyth Tech has on file are not released, copied, or returned to the student.

A student's record may be sealed from the student's review and closed for purposes of re-admission and grade posting due to financial debt to the college or litigation involving the student and the college. Inquiries regarding sealed records should be directed to the Records Office. Transcripts will not be issued as long as the file remains sealed.

Graduation Requirements

To be eligible for graduation, students must complete all the courses and credit hours required in programs of study with a cumulative grade point average (GPA) of 2.0. In addition, students must have received a passing grade in courses in their curriculum.

A candidate for an associate's degree must complete at least 20 semester hours of credit at Forsyth Tech, with a minimum of 10 semester hours of credit in their major area. A candidate for a diploma must complete at least 10 semester hours of credit at Forsyth Tech, with a minimum of 8 semester hours of credit in their major area. Candidates for a certificate of completion must complete a minimum of 25 percent of their required course work at Forsyth Tech. These requirements may not be met by proficiency examination.

Course requirements vary according to curriculum. Students should refer to the course requirements for their curriculum to determine if all requirements have been met, and should routinely meet with their academic advisor to assure their progress toward graduation.

Every academic year, each curriculum publicizes a program of study for students admitted in that specific year. Students will graduate under the course requirements that are applicable at the time they enroll in a curriculum, if they remain continuously enrolled until graduation and complete all requirements within three years of initial enrollment. A student who applies for re-admission after two or more semesters is accepted under the program of study in effect at the time of re-admission, not under the program of study in effect at the time of the original admission. Students who change their curriculum are also admitted to the new curriculum under the current year's program of study.

In order to have complete information recorded on their transcripts, students should apply for their degree, diploma, or certificate at the time of their last semester registration. **Intent to Graduate Forms** are available in the Student Data Support Services Office, Room 114 (1st Floor), Allman Center, Main Campus or the Cashier's Office (2nd Floor), Allman Center, Main Campus. There is a $10 non-refundable graduation fee that must be paid at the time the form is filed.

Student Withdrawals

Students considering withdrawing from a class or from school are encouraged to contact their instructor(s) and academic advisor to discuss the decision to withdraw. A **Drop Form** may be obtained in the Records Office, Room 106 (1st Floor), Allman Center, Main Campus. When the student initiates a withdrawal or drop, the date the student completes the **Drop Form** is considered the official withdrawal date. When the instructor initiates a drop, the date the instructor records on the **Drop Form** is the official withdrawal date. When students fail to notify the Records Office, they may receive a failing grade.

Withdrawal from a Class - Students are responsible for completing a **Drop Form** and notifying their instructor(s), academic advisor, Records Office, or Counseling and Career Services of the decision to withdraw.

Total Withdrawal from School - Students who must withdraw from school before graduation, either permanently or temporarily, should withdraw officially. Students are responsible for completing a **Drop Form** and for notifying their instructors, academic advisors, Records Office, or Counseling and Career Services of the decision to withdraw.

Students planning to discontinue enrollment at the end of a semester should fill out an **End of Semester Withdrawal Form** available in Counseling and Career Services. This information is necessary to ensure that students' status at the time of withdrawal is clearly identified in order to expedite re-entry, to expedite transfer of credit to another institution, or to provide potential employers with accurate education information. Veterans and financial aid recipients must notify Student Financial Services.

July 2003

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3 Faculty Work Day (No Classes)	4 Independence Day Holiday (College Closed)	5
6	7 Block Registration	8 Block Registration	9 Telephone Registration Begins at 6:00 a.m.	10 Telephone Registration	11 Telephone Registration	12 Telephone Registration
13 Telephone Registration	14 Registration 8:30 a.m. - 7:00 p.m. Telephone Registration	15 Registration 8:30 a.m. - 7:00 p.m. Telephone Registration	16 Registration 8:30 a.m. - 7:00 p.m. Telephone Registration	17 Registration 8:30 a.m. - 7:00 p.m. Telephone Registration Purge	18 Telephone Registration Summer Splash 11:00 a.m. - 2:00 p.m.	19 Telephone Registration
20 Telephone Registration	21 Telephone Registration	22 Telephone Registration	23 Telephone Registration	24 Telephone Registration	25 Telephone Registration	26 Telephone Registration
27 Telephone Registration	28 Last Day of Summer Term Classes Telephone Registration	29 Faculty Work Day (No Classes) Grade Posting by 12:00 Noon Telephone Registration	30 Faculty Work Day (No Classes) Telephone Registration	31 Faculty Work Day (No Classes) Telephone Registration		

THINGS TO DO:

(Academics continued.)

(Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides many safeguards regarding the confidentiality of, and access to, student records.

1. Students may review their educational records by making a written request to the coordinator of records.
2. Student records will not be reviewed by third parties unless permission is obtained in writing from the student. Exceptions may be made for instructors and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the student as a dependent and for credentialing, auditing, or accrediting organizations. The vice president of student development services will make the final decision concerning access to records.
3. Transcripts will be issued only when a written request is received from the student. Transcripts from high schools or other colleges will not be released.
4. Forsyth Tech does not publish or distribute student information or any personally identifiable information.
5. Forsyth Tech publishes the names of graduates in the graduation program and in local news media. Names of students attaining academic honors each semester are also published. Students who do not wish their names published for graduation or academic honors must notify, in writing, the director of student data support services of their desire not to have their names published.
6. Authorities with court orders are permitted to review records in the presence of Student Development Services' administrative staff. This section covers academic policies effective at the time of this catalog's publication.

Course Attempts Rule (Course Repeat)

Students may not repeat a course either for credit or audit more than three times without permission of the appropriate dean. Grades of Withdrawal (W), Withdrawal Passing (WP), Withdrawal Failing (WF), or Audit (Y) will be considered as an attempt regarding this policy.

If students withdraw from or fail any course in their program of study, they must repeat the course; otherwise, they cannot receive a degree, diploma, or certificate. Students are responsible for scheduling make-up courses required for graduation. Students may take a course at another college to meet graduation requirements as long as doing so does not violate the minimum number of courses that must be completed at Forsyth Technical Community College. Students who fail one of the courses in the major subject area may be referred to the Counseling Center. The appropriate dean will make the final decision on students permission to enroll in a course after three attempts. A log will be maintained in each academic dean's office documenting approval for each student attempting a course four or more times.

Grading System

The grading system found listed below is used for all curricula classes at Forsyth Tech. Exceptions must be approved by the appropriate deans, and students must be informed in writing in the course syllabus.

Number Grade	Letter Equivalent	Description	Quality Points Per Grade Hr.
94-100	A	Excellent	4
86-93	B	Good	3
78-85	C	Fair	2
70-77	D	Passing	1
Below 70	F	Failing	0

Withdrawal . . . . . .W
Withdrawal Passing . . . . . .WP
Withdrawal Failing . . . . . .WF
Incomplete I
Audit . . . . . .Y
Course Transferred . . . . . .TR
Credit Granted or
Passed Proficiency . . . . . .CR

Grades A, B, C, D, F and WF* compute in grade point average (GPA).

** "WF" is computed as an "F" in the grade point average.*

Grades W, WP, I, Y, TR, and CR do not compute in GPAs.

W - A withdrawal is the grade given to students who officially withdraw from a course through the 14th week of fall and spring semesters, the 8th week of summer term, or the 75 percent point of a class when the class does not follow the regular semester calendar.

WP/WF - A withdrawal passing/withdrawal failing is the grade given to students who officially withdraw from a class at any time after the 14th week of fall and spring semesters, the 8th week of summer term, or the 75 percent point of a class that does not follow the regular semester calendar.

Students must have permission of the instructor to withdraw with a grade of WP or WF. The grade of WF computes as a grade of F.

I - The grade of incomplete is given only if students have valid reasons for failure to complete the work on schedule. Illness, absence on company business, or circumstances beyond students' control are considered valid reasons for a grade of incomplete. Students must have advised the instructor of the circumstance before the end of the semester to be granted an incomplete. The instructor must have specified the work to be made up in order to remove the incomplete, and a date within the following semester by which the work must be completed. If the conditions necessary to remove the incomplete will require additional hours of instruction, students must register for the course again. If students need only to complete work without instructional supervision, this work must be completed no later than the end of the following semester.

Students who receive a grade of incomplete on a course that is a prerequisite for a higher level course must make up the incomplete work by the end of the drop/add period in order to be allowed to register for the higher level course.

If the grade of incomplete is not removed by the end of the semester immediately following the semester it was given, it will remain permanently recorded.

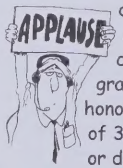
Y - Students auditing courses are not required to take examinations or submit written work but may do so if they wish. No grade or credit toward a degree or diploma is given. An audit may not be changed to credit, or credit changed to audit after the 10 percent point of the semester or the 10 percent point of the class when the class does not begin within the first five days of the semester. Normal attendance policies will apply. Audit students are expected to do assigned reading and participate in classroom activities. Students withdrawing during the semester will be given the grade of W. The **Audit Request Form** is available in the Records Office or from the appropriate division dean. It must be submitted to the Records Office for processing by the 10 percent point of the class.

Grade Point Average (GPA)

Academic progress at Forsyth Tech is based on a 4.0 cumulative grade point average (GPA) system. A final GPA of 2.0 is required for graduation from all programs of study. Students accumulate grade points based on grades earned per semester. The GPA is determined by dividing grade points earned in courses by the number of semester credit hours attempted. The last grade earned in a course will be used to calculate GPA. Grades of withdrawal (W), withdrawal passing (WP), Audit (Y), or incomplete (I) will be considered as repeat grades but will not be considered as the last grade earned in calculating GPA.

Graduation Honors and Awards

Graduates in curricula leading to a degree or diploma qualify for academic recognition at graduation. Students earning a cumulative GPA of 3.50 to 4.00 will be granted a degree or diploma with high honors. Students earning a cumulative GPA of 3.00 to 3.499 will be granted a degree or diploma with honors.



Semester Honors

Curriculum students who earn a grade point average (GPA) of 3.50 to 3.999 for the semester are named to the Dean's List for the semester. Curriculum students with a GPA of 4.0 are named to the President's List for the semester. To be eligible for these honors, students:

1. Must be approved and enrolled in a curriculum. (This excludes students in developmental education, special credit, and certificate programs.)
2. Must earn their GPA on a minimum of 9 credit hours of curriculum courses.
3. Must have completed all course work for the semester. Students with grades of incomplete (I) will not be eligible.

Attendance

Forsyth Tech regards class lectures, demonstrations, and other in-class experiences as vital ingredients of the educational process. For this reason, students are expected to attend and arrive on time to all class, laboratory, shop, practicum, and clinical experience sessions. Students are responsible for accounting to their instructors for any absence, and should report to their instructors following any absence to determine if and when work may be made up. Habitual tardiness may, at the discretion of the instructor, be considered in computing attendance.

Students must satisfy the instructor that they should be permitted to remain in a course and attend classes after incurring absences in excess of the following:

1. five hours of class,
2. three practicum (shop, laboratory, or clinical experience) sessions which meet for two or more hours, or
3. three hours of class and one practicum (shop, laboratory, or clinical experience) session which meets for two or more hours.

August 2003

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Telephone Registration	2 Telephone Registration
3	4 Registration 8:30 a.m. - 7:00 p.m. Telephone Registration	5 Registration 8:30 a.m. - 7:00 p.m. Telephone Registration	6 Registration 8:30 a.m. - 7:00 p.m. Telephone Registration Ends at 6:00 p.m.	7 Registration 8:30 a.m. - 7:00 p.m.	8 Registration 8:30 a.m. - 1:00 p.m. Purge	9
10	11 Registration 8:30 a.m. - 7:00 p.m. Purge	12 Registration 8:30 a.m. - 7:00 p.m. Purge	13	14	15	16 Late Registration 8:30 a.m. - 1:00 p.m. Purge Faculty Work Day (No Classes)
17	18 Late Registration 8:30 a.m. - 7:00 p.m. Purge Faculty Work Day (No Classes)	19 Late Registration 8:30 a.m. - 7:00 p.m. Purge Faculty Work Day (No Classes)	20 Faculty Work Day (No Classes)	21 Faculty Work Day (No Classes) Faculty/Staff Orientation Last Day to Request 100% Refund of Tuition	22 Drop/Add 8:30 a.m. - 1:00 p.m. Purge First Day of Fall Semester Classes	23
24 31	25 Drop/Add 8:30 a.m. - 7:00 p.m. Purge	26 Drop/Add 8:30 a.m. - 7:00 p.m. Purge	27	28	29	30 Saturday Classes Will Meet

THINGS TO DO:

Academics continued.)

When students are absent from a class and a practicum (shop, laboratory, clinical experience) session which meet consecutively, each session missed will be counted as an absence.

Special attendance rules, different from those listed above, must be noted in the instructor's attendance policy included on the course syllabus. Students with questions or concerns should consult with their instructor.

School Closing Due to Inclement Weather

The decision to cancel all or any portion of college classes during inclement weather is the responsibility of the president or a designated representative.

The guidelines listed below will be followed when classes are canceled due to inclement weather. Students may call the school or listen to radio and television. *When there is no announcement, there will be school.*

1. When the decision is made to cancel day classes, it will be announced through the news media prior to 6:15 a.m. The decision to cancel day classes will be on a day-by-day basis and will apply to all day classes offered by the college regardless of location.
2. A decision to cancel evening classes may be made at the same time as the cancellation of day classes OR at any time prior to 5:0 p.m. of that day. This decision will apply to all evening classes regardless of location.
3. Early dismissal of day or evening classes because of inclement weather is the responsibility of the president or designated representative. All classes and offices will be notified when this decision is made.
4. When inclement weather develops, students should NOT call the administrative staff or radio and television stations. This only delays communications and creates extra telephone problems. A message regarding closing for both faculty and students will be on the Forsyth Tech telephone message system (336) 723-0371 by 6:30 a.m.
5. When a class is missed due to inclement weather or other reasons approved by the appropriate dean, the instructor must assign an alternate instructional activity which may include extra class sessions, extended class sessions, or other options.

Please listen for announcements on the local radio and TV stations.

Academic Appeal Concerning a Grade

Any appeal of a course grade should begin with:

1. A scheduled conference between student and instructor.

If the appeal is not resolved at this level, the student should:

2. Arrange a conference with the appropriate department chairperson.

If the appeal is not resolved by the department chairperson, the student may:

3. Appeal to the appropriate division dean.
4. The student has the responsibility to provide the dean with a written letter of appeal by the first class day of the new semester in order for the appeal to be considered.
5. After conferring with the student, the dean will convene a division academic appeals committee. This committee will hear the appeal and make the final decision. The dean will notify the student and the instructor in writing.

Questions concerning the appeal process should be directed to the instructor, the department chairperson, or the dean.

The student's letter of appeal should include:

1. Date, student's name, signature, address, and telephone number.
2. Prefix and number of course for grade being appealed.
3. Name of instructor issuing the grade.
4. Brief explanation of why the student feels the grade is incorrect and what the student feels the grade should be.
5. Any supporting documentation the student feels is needed to explain more fully the student's position on the grade.

The appeal letter and any supporting documentation will be duplicated for the committee to review.

Academic Standing/ Probation/Dismissal

To be in good academic standing students must have earned a cumulative grade point average (GPA) of 2.0 in courses required in their program of study by the end of their first semester at Forsyth Tech. A cumulative GPA of 2.0 within their program of study must be maintained thereafter to remain in good standing.

Students who do not maintain the required 2.0 cumulative GPA in courses required in their program of study will be placed on academic probation for the following semester. All students who do not earn the required GPA in the next semester will have their academic records reviewed by their respective division's academic review committee, which meets at the end of each semester. The committee may

(a) reduce the number of credit hours the student will be allowed to carry,

(b) require the student to repeat courses in which a low grade was earned, or

(c) dismiss the student from the curriculum.

The student will be notified in writing of the committee's decision, and copies of the notice will be sent to the Records Office, the division dean, and the student's faculty advisor.

The following options are available to students who are dismissed from their current curriculum program of study:

- A student who is dismissed from a curriculum program of study is encouraged to see a counselor to discuss possible educational alternatives.
- A student who is dismissed from a curriculum program of study may be eligible to apply for and be admitted into another curriculum program of study offered by the college.
- A student who is dismissed from a curriculum program of study may re-apply for admission to that program.
- A student who has been dismissed from a curriculum program of study for academic reasons may not be eligible to continue to receive financial aid, depending upon the conditions of financial aid eligibility.

Appeal to Academic Review Committees

A student may appeal the decision of division academic review committees by:

1. Submitting a written request to the appropriate division dean within 24 hours after formal notification of the committee's decision.
2. The dean will convene the division academic appeals committee.
3. The division academic appeals committee will make the final decision on the matter.
4. The dean will send written notification to the student, the department chairperson, and the student's academic advisor.

Transfer to Four-Year Colleges and Universities

The associate in arts (A.A.) or associate in science (A.S.) degrees are approved for transfer through the North Carolina Comprehensive Articulation Agreement.

The college transfer curriculum is designed to provide a quality educational experience equivalent to the first two years of a four-year college curriculum. Students who have earned the degree of A.A. or A.S. can transfer to most public and private four-year institutions with full junior-year standing. A minimum grade point average (GPA) of 2.0 is required for acceptable transfer credit. For additional information, visit the University of North Carolina system Web site: **www.ga.unc.edu/student_info/caa** or **www.cfnc.org**.

The college transfer curriculum enables students to prepare for virtually any area of major interest and requires a minimum of four semesters. Courses are offered in mathematics; composition and literature; humanities; physical education; and the social, physical, and life sciences. Counselors and academic advisors are available to assist students in planning acceptable programs for transfer to desired colleges or universities. Counseling and Career Services maintains copies of all college transfer agreements for student review.

Technical-level credit earned in the associate in applied science (A.A.S.) degree programs at Forsyth Tech may be transferred to similar programs at other institutions. Acceptability of all technical transfer credit is determined by the institution to which students wish to transfer. Diploma credit is not transferrable to four-year institutions.

There are several two-plus-two A.A.S. agreements with local colleges and universities. Students should inquire in Counseling and Career Services for information regarding these opportunities for transfer of credit to four-year institutions.

Counseling and Career Services maintains a list of four-year colleges and universities which currently accept some or all of the credit earned in the curricula at Forsyth Tech. However, it is the student's responsibility to contact the Admissions Office at the receiving institution for transfer information.

September 2003

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Labor Day Holiday (College Closed)	2	3 Last Day to Request 75% Refund of Tuition	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23 Autumn Begins	24	25	26	27 Rosh Hashanah Begins at Sundown on the 26th
28	29	30				

THINGS TO DO:

Tuition, Fees, and Parking

Tuition and Fees for Senior Citizens

North Carolina residents 65 and older are exempt from paying tuition, **except** for self-supporting Corporate & Continuing Education courses. However, senior citizens are responsible for paying any additional fees and expenses for curriculum courses.

Student Fees

Student Activity Fee

All curriculum students are charged $9 per semester/term for a student activity fee. When students pay this fee, they automatically become members of Forsyth Tech's Student Government Association. Though called an "activity fee," these funds are used to support student clubs and social activities, student publications, athletic teams, and student government expenses. For a more detailed list of the expenses covered by these fees, see the Student Life section of this catalog.

Lab Fees

Some selected courses charge a lab fee for supplies, software, and materials. These fees range from $12 to $65.

Technology Fee

All curriculum students are required to pay a technology fee each semester/term. The fee is $10 for students enrolled in 1-11 credit hours and $16 for students enrolled in 12 or more credit hours.

Books and Supplies

The cost for textbooks and supplies is the responsibility of the student, and these items may be purchased at the Forsyth Tech Bookstore, (lower level), Snyder Hall, Main Campus. The cost of books and supplies varies from curriculum to curriculum each semester. Students may wish to attend the first class before purchasing texts and materials. Purchase books online at **www.ftcc.bkstr.com**.

Uniforms

The cost for uniforms and other special apparel is the responsibility of the student, and the initial cost of these items varies for certain curricula. Students should ask their department chairperson for details on these costs.

Other Fees

No laboratory breakage or property damage fees will be charged to students. However, in case of breakage or damage due to gross negligence or maliciousness, a student will be expected to reimburse the college.

Graduation Fee

Graduating students pay a $10 fee for each degree, diploma, and/or certificate. A $10 non-refundable fee will also be charged to adult high school graduates.

Transcript Fee

A $2 fee is charged for each transcript copy requested, whether an official or unofficial version.

Proficiency Exam Fee

A student may take a proficiency exam for a given course only once in a 12-month period.

A ***Request for Proficiency Exam Form*** [located in the dean's office(s)] must be completed, and a $10 non-refundable fee is charged for each proficiency exam.

Parking

Visitors are welcome on the campus of Forsyth Tech. Campus signs indicate designated visitor parking areas. Any visitor receiving a ticket while parked in a designated visitor parking area should return it to the person or office visited. Otherwise, parking fines should be paid at the Cashier's Office, (2nd Floor), Allman Center, Main Campus.

Students planning to park on campus are required to purchase a $10 parking permit/decal at the time of registration. **This fee is not refundable. Parking permits are valid from July 1 to August 31 the following year.** Specific rules governing parking are issued with each vehicle registration and may also be found in the current issue of the *Student Handbook*.

Refund Guidelines

Curriculum tuition and supply fees can be considered for a refund. Students must complete a Request for Tuition Refund Form in the Records Office when they drop class(es) and/or if class(es) are cancelled.

Tuition and fee refunds for curriculum classes are subject to the following requirements:

- A 100 percent refund may be made upon request from students if students officially withdraw prior to the first day of classes of the semester as noted in the academic calendar. If Forsyth Tech cancels a course, the portion of tuition that paid for the cancelled course will be refunded in full.
- A 75 percent refund may be made upon request from students if students officially withdraw from the class(es) prior to, or on, the official 10 percent point of the semester.
- Student activity fees will be refunded only when classes are cancelled and students are not registered in any other class.
- Students passing proficiency examinations for courses they have registered and paid for are not eligible for tuition refunds.
- Refunds of $5 or less will not be made except for classes cancelled by Forsyth Tech.
- Tuition refunds are not transferable to other individuals.
- Late tuition refund requests will not be considered.
- Tuition cannot be held from one semester to a future semester.

Student Financial Services

General Information

The purpose of financial aid is to provide monetary assistance to eligible students who may otherwise be unable to continue their education. The college will make every effort within available financial aid resources to assure that qualified students will not be denied the opportunity to attend college because of a lack of adequate funds to help meet educational expenses. Although students and students' parents are primarily responsible for financing a college education, financial assistance may be available to students in the form of federal and state grants, scholarships, work study programs, and loans. **Students who realize they will not be able to meet college expenses must take the early initiative in seeking financial assistance.**

Students may apply for financial aid annually by completing the Free Application for Federal Student Aid (FAFSA), which is available after January 1 of each year for the following academic year. Information and applications may be obtained from Student Financial Services (1st Floor), Allman Center, Main Campus. About four weeks after submitting the application either by mail or online, students will receive a Student Aid Report (SAR) from the federal processor. On the application, students must list Forsyth Tech as the institution they plan to attend so that the college will also receive a copy of the SAR. At that time, Student Financial Services will inform students of any required documentation to complete students' financial aid files.

It is recommended that applications for student aid at Forsyth Tech be submitted no later than July 1 preceding the academic year for which aid is requested. Applications submitted after July 1 will be processed; however, funding for many programs is limited. Late applicants may find most funds already obligated.

Financial aid will not be awarded to any student until all admissions requirements are met for students to receive approval in an eligible program.

Most one- and two-year programs of study offered at the college are eligible for students to receive financial aid. Students enrolled in some certificate programs, the developmental education program, or as special credit students are not eligible for financial assistance through Student Financial Services. Students are advised to contact Student Financial Services if they are unsure as to whether their program of study is an eligible program for which to receive financial assistance.

October 2003

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6 Yom Kippur Begins at Sundown on the 5th	7	8	9	10 Fall Festival 11:00 a.m. - 2:00 p.m.	11
12	13 Fall Break Columbus Day Faculty Work Day (No Classes)	14 Fall Break Faculty Work Day (No Classes)	15	16 National Boss Day	17	18
19	20	21 Registration 8:30 a.m. - 7:00 p.m. Second Eight-Week Classes	22 First Day of Classes for Second Eight-Week Classes	23	24	25
26 Daylight Saving Time Ends First of Ramadan	27	28	29	30	31 Halloween	

THINGS TO DO:

Student Services and Support Programs

Counseling and Career Services

Counseling and Career Services (1st Floor), Allman Center, Main Campus maintains a professional staff who is available both days and evenings to assist with educational, vocational, personal, and employment concerns. Assistance is provided to facilitate appropriate choices and necessary adjustments associated with being a student and making a successful transition into the work place.

Counselors serve as consultants to faculty and staff in helping to meet the educational needs of students. A student experiencing academic or personal difficulties may meet with a counselor. Students needing additional services may be referred to appropriate community agencies or resource persons.

The counseling staff adheres to the ethical standards of the American Counseling Association and the National Board for Certified Counselors. All discussions and consultations are confidential; however, exceptions may be made when students present a danger to themselves or others, or if students disclose that they are involved in an illegal activity.

Career exploration and planning assistance is provided to help individuals identify career goals. Group intake sessions evaluate the needs of participants using a variety of inventories to help explore interest areas. Follow-up appointments provide personalized information. In addition, occupational information is available to assist in exploration of career options. Other sources of helpful information in such areas as career/employment, mental health, and educational planning are available at www.forsythtech.edu/student/counsel.html.

Students and graduates who register with Counseling and Career Services have access to job listings received from Triad employers. In addition, a representative from the Employment Security Commission (ESC) is available to work with students, graduates, and the public. Those registering with the on-campus ESC representative have access to local, state, regional, and national job opening information.

Counseling and Career Services sponsors job fairs and provides the following employment assistance: help in writing resumes, cover letters, and interview preparation. Also, handouts and resource materials on job search skills and job market information are available.

Services for Students with Disabilities

Forsyth Technical Community College is invested in full compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). The Disability Services Office at the college ensures that the programs and facilities of the college are accessible to all students. The college focuses on the student as an individual and works toward equal opportunity, full integration into the campus environment, physical accessibility, and the provision of reasonable accommodations, auxiliary aids, and services to students.

If you are a student with a disability and require the services of interpreters, readers, notetakers, or need other reasonable accommodations, you have the responsibility to request these services from the Disability Services Office since federal law prohibits the college from making pre-admission inquiries about disabilities. This office is located in the Testing Center (1st Floor), Allman Center, Main Campus. In order to assess each disabled student's needs and to provide the necessary support services, professional documentation of a disability or disabilities must be furnished to the Disability Services Office. Documentation must be current. Information provided by a student is voluntary, and appropriate confidentiality is maintained.

Students who need assistance for academic services should call the director of testing/disability services/ADA at (336) 734-7248. Services are designed and developed on an individual-needs basis, and students may elect to use any or all of the services appropriate to their needs at no charge. An appointment with the director of testing/disability services/ADA is recommended in order to discuss any special concerns.

Also, the college has a telecommunications device for the deaf (TDD/TTY). The number is (336) 723-3411.

Shugart Women's Center at Forsyth Tech

Mission

The mission of the Shugart Women's Center (SWC) is to promote the educational, personal, and professional development of women.

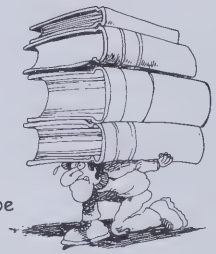
Vision

The SWC's vision is to become a catalyst for students to develop their individual strengths to achieve positive outcomes in their educational and professional opportunities at Forsyth Tech.

About the Center

Although our focus is female students, the SWC is open to all students enrolled at Forsyth Tech, as well as faculty and staff. The center addresses many issues including educational awareness, economic wisdom, emergency financial assistance, intervention & prevention, and student family support services. Networking and collaborating are the guiding principles for the services of the SWC . Our comfortable lounge, library resource area, administrative staff, and support team provide a welcome and supportive environment for Forsyth Tech's diverse student population. Programs that are offered through the center include:

- **Counseling and Referrals** - Counseling and Referrals - The director of the SWC is available to provide counseling and referrals based on each individual's situation. All information gathered during counseling or referrals remains confidential. One of the most critical objectives of this service is to match the individual with the appropriate agency or organization that will suit his or her need. The SWC also has a growing collection of brochures and information about community agencies and programs. Some organizations that collaborate with the SWC to provide counseling or other services are:
  - Battered Women's Services
  - Centerpoint Human Services
  - Department of Public Health
  - Department of Social Services (DSS)
  - Experiment in Self-Reliance (ESR)
  - Family Services, Inc.
  - Forsyth Tech (various departmental services)
  - Housing Authority of Winston-Salem
  - Job Link
  - North Carolina Council for Women
  - Winston-Salem/Forsyth County Council on the Status of Women



- **Library** - The SWC houses a substantial collection of over 400 donated books, tapes, and magazines for student and staff use. Materials in the library may be checked out. The comfortable lounge area is also available for students to study, receive tutoring, or just relax. The area may also be utilized for small group meetings. A computer with Internet access is also available for students needing to complete assignments or do research.
- **Support Groups** -Peer groups have been developed to assist students of Forsyth Tech in coping with various life issues. Support group sessions may include discussion, speakers, presentations, or individual counseling. Groups hosted may include: Single Parent/Homemaker Peer Support Group, Grief Support Group, Survivors Group, Capables, etc.
- **Workshops & Displays** - Workshops are scheduled by the SWC on a variety of subjects during each semester. Information presented provides guidance for handling issues and challenges that students face at work, home, and school. Open forums are also conducted to allow students to ask questions and voice their opinions. Displays are set up to inform and educate students, faculty, and staff of Forsyth Tech.

November 2003

THINGS TO DO:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		Angel Tree Projects Begins This Month				1 All Saints Day
2	3	4 Election Day	5	6	7	8
9	10 Block Registration	11 Block Registration Veteran's Day	12 Telephone Registration Begins at 6:00 a.m.	13 Telephone Registration	14 Telephone Registration	15 Telephone Registration
16 Telephone Registration	17 Registration 8:30 a.m. - 7:00 p.m. Telephone Registration	18 Registration 8:30 a.m. - 7:00 p.m. Telephone Registration	19 Registration 8:30 a.m. - 7:00 p.m. Telephone Registration	20 Registration 8:30 a.m. - 7:00 p.m. Telephone Registration Purge	21 Telephone Registration	22 Telephone Registration
23 Telephone Registration 30 Telephone Registration	24 Telephone Registration	25 Telephone Registration (Eid) al Fitr	26 Telephone Registration	27 Thanksgiving Day Holiday (College Closed) Telephone Registration	28 Holiday (College Closed) Telephone Registration	29 Telephone Registration

(Student Services and Support Programs continued.)

Library

The Library's collection includes more than 39,000 books and audio-visual software. Most materials may be checked out for two weeks. Although no fines are charged, students are responsible for replacing books that are lost or damaged. Until replacement is made, library privileges will be revoked, the student will not be permitted to register, and the student's record will be sealed. Members of the library staff are always available to help students locate and use the library resources. Internet access and NCLive are available to library users.

Located on the 1st floor of Ardmore Hall, Main Campus, the library is open Monday through Thursday from 7:30 a.m. until 9:00 p.m. and on Friday from 7:30 a.m. until 3:00 p.m.; Saturday hours are from 9:00 a.m. to 12:00 noon, except during the summer term.

Learning Center

Located on the 1st floor of Ardmore Hall, Main Campus, the Learning Center offers a variety of services and programs designed to assist both faculty and students.

Tutoring Services - Tutoring services offer several methods for helping students who are having academic difficulties. Tutoring is done one-on-one or in small group sessions two to three times a week by tutors, primarily fellow students, who have received training. Assistance is offered in virtually every academic course offered on Main Campus. The Learning Center has math and science tutoring centers, all staffed by well-qualified lab assistants. Students can use these centers on a drop-in basis. Both tutoring and tutoring center help are free to students, but students must be referred by their instructor. In addition, the Learning Center staff conduct a variety of workshops on learning skills.

The various tutoring services share the goal of increasing retention rates while helping Forsyth Tech students become independent, lifelong learners.

Computers for Writing Papers - The Learning Center has PCs with Internet access for students to write class papers, reports, assignments, etc. This free service is available to any enrolled student doing class-related work.

Placement Test Preparation - Most people entering Forsyth Tech are required to take the placement test. To help these future students, the Learning Center offers worksheets, practice tests, and tips on test taking. This service is especially helpful for people returning to school after a long absence.

Services for Instructors - The Learning Center has several services for instructors. The center can administer make-up tests for instructors whose students miss a test, it houses and distributes the materials for the telecourses, and it can provide special accommodations to help instructors comply with the Americans with Disabilities Act (ADA).

Bookstore

Forsyth Tech operates two college stores as a service to students, faculty, and staff. The Main Campus Bookstore, (lower level), Snyder Hall offers a full line of traditional college store merchandise, including textbooks, school supplies, and other course-related material, plus first-quality backpacks, emblematic apparel, Forsyth Tech gift items, and educationally priced computer software. The West Campus Bookstore, Room 10, carries an abbreviated selection of the above materials, focusing on course materials for adult high school, corporate & continuing education, adult basic skills, English as a second language, and other West Campus programs.

The Bookstore stocks as many used texts as possible at the beginning of each semester, and students have the opportunity to sell their used books at the end of each semester. With receipt, curriculum students may receive full refunds for course books during the first 10 class days only.

Corporate & Continuing Education textbooks may be returned, with receipt, for full refunds prior to the first day of class.
Hours of operation of the two college bookstores are posted at each location.

Books may also be purchased on the Forsyth Tech bookstore Web site: **www.ftcc.bkstr.com**

Book Return Policy

- Last day of returns: 10th class day (posted in the store).
- No refund without receipt.
- No cash refunds on grants.
- Books must be unmarked and in good condition.
- New books with names written inside will be refunded at used book price, even if the course is cancelled.

Health Services

Limited health services are provided through the Public Safety Office. First aid supplies are located in shop areas; however, injuries requiring more than minor first aid will be treated in the emergency room of either Forsyth Medical Center or Wake Forest University Baptist Medical Center.

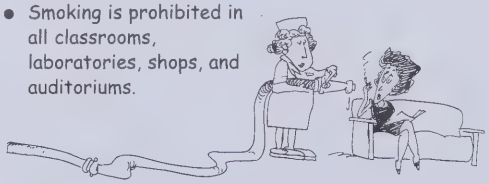
Telephone Calls to Students

Forsyth Tech does not have the facilities to forward general telephone messages to students and will not do so except in the case of an emergency. Emergency calls should be directed to the operator, Counseling and Career Services, Public Safety Office, or appropriate dean's office. Those calling in an emergency will be asked to state the nature of the emergency and to give their name and a return telephone number. Forsyth Tech staff will then make every effort to relay this information to students.

It is the policy of Forsyth Tech not to give out identifying information about students to telephone callers and/or unidentified persons without the permission of the student (Family Rights and Privacy Act). The Records Office only handles inquiries concerning students' records.

Use of Facilities

- The buildings and their contents exist solely for the education of Forsyth Tech's adult population, and the use of these facilities for any other purpose is strictly prohibited.
- Smoking is prohibited in all classrooms, laboratories, shops, and auditoriums.



- Animals are prohibited inside the buildings (except for seeing eye dogs for the sight impaired). Any animal on the campus grounds must be on a leash in compliance with the City of Winston-Salem Leash Law (Ordinance Section 3-18).
- Children are not allowed in classrooms or shop areas during class sessions, nor may they be left unattended in the library, canteen areas, or on campus grounds.

Student Code of Conduct and Responsibilities

Code of Conduct

The act of enrollment at Forsyth Tech includes an acceptance by the student of the rules of Forsyth Tech. By enrolling, the student accepts the obligation to assist in making Forsyth Tech an effective place to conduct a learning process and to engage in the pursuit of truth, the development of self, and the improvement of society. Each enrolled student is considered to be a responsible adult, and Forsyth Tech assumes and requires that students who enroll in the various programs will maintain standards of conduct appropriate to the status of students at Forsyth Tech.

Forsyth Tech has an inherent responsibility to maintain order on its campus. Therefore, students may be suspended or dismissed for behavior deemed incompatible with the mission, the regulation, or the responsibility of Forsyth Tech or deemed to be in violation of any of the provisions of the code of conduct as set forth herein.

Forsyth Tech recognizes the right of an enrolled student to receive a full opportunity to learn and develop, unfettered by any and all obstacles not conducive to a sound, fundamental educational program. To this end, Forsyth Tech recognizes, declares, and vests certain rights in each student enrolled at Forsyth Tech.

Student Rights

A. Legal Rights

All the rights and privileges guaranteed to every citizen by the constitution of the United States and by the state of North Carolina shall not be denied any student. Furthermore, Forsyth Tech shall adhere to all of the statutes of the United States and the state of North Carolina. Forsyth Tech has recognized the Student Government Association as the approved agency to voice students' opinions and speak on institutional policies concerning students' activities.

B. Rights of the Learner

The instructor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

December 2003

THINGS TO DO:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Telephone Registration	2 Telephone Registration	3 Telephone Registration	4 Telephone Registration	5 Telephone Registration Last Day to Drop Classes with a "W"	6 Telephone Registration
7 Telephone Registration Pearl Harbor Remembrance Day	8 Telephone Registration	9 Telephone Registration	10 Telephone Registration	11 Telephone Registration	12 Telephone Registration	13 Telephone Registration
14 Telephone Registration	15 Telephone Registration	16 Telephone Registration	17 Telephone Registration Ends at 6:00 p.m.	18 Last Day of Fall Semester Classes	19 Grade Posting Purge at 1:00 p.m. Faculty Work Day (No Classes)	20 Hanukkah Begins at Sundown on the 19th
21	22 Faculty Work Day (No Classes) Winter Begins	23 Faculty Work Day (No Classes)	24 Winter Holiday (College Closed)	25 Christmas Winter Holiday (College Closed)	26 Winter Holiday (College Closed)	27 Kwanzaa Begins
28	29 Winter Holiday (College Closed)	30 Winter Holiday (College Closed)	31 Winter Holiday (College Closed)			

(Student Code of Conduct and Responsibilities continued.)

C. Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides safeguards regarding the confidentiality of, and access to, student records.

1. Students may review their educational records by making a written request to the coordinator of records.

2. Student records will not be reviewed by third parties unless permission is obtained in writing from the student. Exceptions may be made for instructors and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the student as a dependent and for credentialing, auditing, or accrediting organizations. The vice president of student development services will make the final decision concerning access to records.

3. Official transcripts will be issued only when a written request is received from the student or upon written authorization by a student to be released to a designated entity. Transcripts from high schools or other colleges will not be released.

D. Freedom of Association

Students are free to organize and join an association organized or existing to promote students' curriculum or career interest. Student organizations must select a faculty advisor and submit a constitution to the Student Government Council.

E. Due Process

Due process procedures are established to guarantee the right of hearing, a presentation of charges, evidence for charges, the right of confrontation by the questioning of witnesses, and the right to counsel by the accused student, if so requested by the student. Any student aggrieved by the violation of this code of conduct shall have the right of appeal to the student appeals committee as hereinafter provided.

General Campus Rules

The following is a general summary and classification of the major rules of student conduct, and any violation shall be considered a violation of this code of conduct. For purposes of Forsyth Tech rules and regulations, Forsyth Tech grounds are defined as any location owned, leased, rented, controlled, or otherwise occupied by Forsyth Tech or any division thereof.

Rule 1. Disruption and Disorderly Conduct

A student shall not engage directly or aid and abet in disorderly conduct which is intended to provoke violent retaliation or cause a breach of peace which disrupts, disturbs, or interferes with the normal routine, activities, or teaching of students, or which disrupts, disturbs, or interferes with the peace, order, or discipline on Forsyth Tech grounds.

Rule 2. Damage to or Destruction of Forsyth Tech Property

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, substantial damage to be done to Forsyth Tech property, or shall not steal, or attempt to steal, Forsyth Tech property.

Rule 3. Damage to or Destruction of Private Property

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, damage to private property of another or shall not steal, or attempt to steal, private property of another when on Forsyth Tech grounds or while attending a Forsyth Tech activity, function, or event held off Forsyth Tech grounds.

Rule 4. Assault or Verbal Abuse of Forsyth Tech Employees

A student shall not intentionally cause, or attempt to cause, physical injury, verbal abuse, or harassment, or communicate a threat to a Forsyth Tech employee.

Rule 5. Assault or Verbal Abuse of Persons Other Than Employees

A student shall not intentionally cause, or attempt to cause, or threaten to cause physical injury, verbal abuse, or harassment, or communicate a threat or direct any profane language toward any other student or Forsyth Tech agent, guest, or visitor, at any time while such student is enrolled at Forsyth Tech or while such student is on Forsyth Tech grounds or is attending a Forsyth Tech activity, function, or event held off Forsyth Tech grounds.

Rule 6. Weapons and Dangerous Instrumentalities-North Carolina General Statute 14-26

It is unlawful for anyone to possess any weapon, whether openly or concealed, while on educational property. House Bill 1008: It is a felony to possess or carry a firearm or explosive device on educational property or to aid a person less than 18 years old to possess or carry a firearm or explosive device on educational property. This bill makes it a misdemeanor to cause, encourage, or aid a person less than 18 years old in taking or possessing other types of weapons on educational property. This bill also makes it a misdemeanor for any person who owns or possesses a firearm and who resides in the same premises as a person less than 18 years of age to store or leave the firearm in a condition that the firearm can be discharged and in a manner that the person knew or should have known that an unsupervised minor would be able to gain access to the firearm. In practice, then, this statute permits prosecution of anyone carrying any dangerous instrument in school, on school grounds, or at any school activity.

Rule 7. Narcotics, Alcoholic Beverages, and Controlled Substances

A student shall not knowingly or negligently own, possess, use, transport or be at any time under the influence of any narcotic drug, alcoholic beverage or any other controlled substance (as controlled substance is defined by the North Carolina General Statutes or 21 U.S.C. subsection 812) while on Forsyth Tech grounds or during the time when a student is participating in any Forsyth Tech activity, function, or event off Forsyth Tech grounds. Use of any drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. However, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines.

Rule 8. Classroom and Campus Activities

A student shall comply with all directions of Forsyth Tech faculty, administrators, or authorized personnel during any time when the student is under the authority of Forsyth Tech personnel. A student on campus shall promptly identify himself to a Forsyth Tech official or campus public safety officer at all times upon reasonable request. A student shall appear before Forsyth Tech officials or disciplinary bodies when so directed. Any failure by any student to abide by these regulations in this Rule 8 shall constitute a violation of this code of conduct.

Rule 9. Academic Dishonesty, Cheating, Forgery, and Related Offenses

It shall be a violation of Forsyth Tech code of conduct for a student to commit any one of the following acts:

1. Academic cheating, including, but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior permission of the instructor.

2. Plagiarism or the intentional presentation of work of another without proper acknowledgment of the source.

3. Fabrication and falsification or the intentional misrepresentation of any information or citation in an academic exercise.

4. Submission of substantial portions of the same academic work for credit more than once without authorization.

5. Abuse of academic materials in the form of destruction, theft, or concealment of library or other resource material or of another student's notes or laboratory experiments.

6. Complicity in academic dishonesty in helping or attempting to help another student to commit an act of academic dishonesty.

7. Furnishing of false information to any Forsyth Tech personnel including forgery, falsification, or fraudulent misuse of any documents, records, or identification cards.

Rule 10. State and Federal Laws

A student shall not violate any state or federal laws while on Forsyth Tech campuses or while attending a Forsyth Tech activity, function, or event off Forsyth Tech grounds.

Rule 11. Student Attire Code

Although Forsyth Tech students may dress informally, cleanliness and neatness of appearance must be maintained. Shirts and shoes are required at all times while the student is on campus or at all times while such student is attending a Forsyth Tech activity, function, or event off Forsyth Tech grounds. Special technical or vocational curricula, such as the health curricula,

January 2004

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 New Year's Day Winter Holiday (College Closed)	2 Faculty Work Day (No Classes)	3
4	5 Faculty Work Day (No Classes)	6 Faculty Work Day (No Classes)	7 Faculty Work Day (No Classes)	8 Late Registration 8:30 a.m. - 7:00 p.m. Purge Faculty Work Day (No Classes)	9 Late Registration 8:30 a.m. - 1:00 p.m. Purge Faculty Work Day (No Classes)	10 Late Registration 8:30 a.m. - 1:00 p.m. Purge Last Day to Request 100% Refund of Tuition. Ends at 1:00 p.m.
11	12 Drop/Add 8:30 a.m. - 7:00 p.m. Purge First Day of Spring Semester Classes	13 Drop/Add 8:30 a.m. - 7:00 p.m. Purge	14	15	16	17
18	19 Martin Luther King Jr. Day Holiday (College Closed)	20	21	22 Last Day to Request 75% Refund of Tuition	23	24
25	26	27	28 Martin Luther King Jr. Program 11:00 a.m. - 1:00 p.m.	29	30	31

THINGS TO DO:

(Student Code of Conduct and Responsibilities continued.)

may require special attire for clinical or laboratory areas. A student shall not attend classes or laboratory work conducted in the clinical or laboratory areas if such student is in violation of the attire codes for such areas.

Rule 12. Involuntary Psychological or Psychiatric Withdrawal
It shall be grounds for dismissal if and when it shall be medically determined that a student poses a threat to the physical well-being of himself or others or if such student has a physical, mental or emotional condition of such a nature as to disturb or disrupt the normal and usual activities of other persons on campus. A student shall agree to have a psychiatric evaluation when it appears to the satisfaction of the president of Forsyth Tech, or designee, that such examination is in the best interest of the student, or Forsyth Tech, or both.

Rule 13. Children in Classrooms or Shop Areas
Children are not allowed in classrooms or shop areas during class sessions, nor may they be left unattended in the library, in canteen areas, or on campus grounds.

Rule 14. Roller Skating, Roller Blading and Skate Boarding
For the safety and well-being of all Forsyth Tech students, employees, and visitors, no one is permitted to roller skate, roller blade, or skateboard on sidewalks, parking lots, or any other college property.

Violation of the Code of Conduct

The following are the degrees of disciplinary action which may be taken as a result of violation of the student code of conduct:

A. **Verbal Warning** - A verbal warning that the specific behavior/condition will not be continued or repeated or further disciplinary action will be taken.

B. **Warning** - A written notice to the student that continuation or repetition of specified conduct will be cause for further disciplinary action.

C. **Disciplinary Probation** - A written reprimand to the student for violation of a specified rule, which may include exclusion from participation in a class or specified activities for a specified time as set forth in the notice.

D. **Restitution** - Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or compensate for damages.

E. **Suspension** - Exclusion from class or classes and other student privileges or activities as set forth in the notice of suspension.

F. **Dismissal or Expulsion** - Termination of student status for a definite period of time. At the end of this period of expulsion, the student is eligible to apply through the dean of curriculum development for consideration for re-admission.

G. **Other** - Other types of discipline as set forth in campus rules and regulations consistent with the incident involved.

If, as a result of a violation of the student code of conduct a student is dismissed from class or classes, the student may receive a failing grade(s), and the disciplinary dismissal will be recorded in the student's permanent record.

The conviction of a student of a criminal offense involving personal misconduct of a kind, which, if condemned by the college, would reflect dishonor or discredit on the college, shall be sufficient grounds for suspension or dismissal of such students.

Sexual Harassment Policy

Forsyth Technical Community College is committed to promoting an atmosphere in which all members of the college - faculty, staff, and students - may work free of sexual harassment and provides for an orderly resolution of complaints of sexual harassment.

All members of the college are expected and requested to conduct themselves in such a way that contributes to an atmosphere free of sexual harassment. Sexual harassment of any employee or student is a violation of the policies of the college, as well as state and federal law, and will not be tolerated. Anyone who violates this policy will be disciplined in accordance with appropriate disciplinary procedures.

Sexual harassment is defined as deliberate, unsolicited, unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications made by any employee or student when:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic or student status.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or decisions regarding a receipt of grades affecting that individual.
3. Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile, or offensive environment in the workplace or the classroom.

Any student or employee who believes that he or she has been subjected to sexual harassment in violation of this policy should file a confidential complaint to the vice president of student development services or the director of human resources for employees. An investigation of these allegations will be conducted promptly and appropriate action taken.

Sexually harassing behavior may include offensive sexual flirtation, advances, propositions; continued or repeated abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words used to describe an individual; and the display in the workplace or on campus of sexually suggestive objects or pictures.

Enforcement Procedures

Student conduct on a Forsyth Tech campus or student conduct during a Forsyth Tech activity, function, or event held off Forsyth Tech grounds that violates federal and/or state and Forsyth Tech regulations may be dealt with in the following manner:

1. The student may be turned over to the civil authority and subjected only to the penalties imposed by that authority.
2. The student may be subjected to sanctions imposed both by the civil authorities and Forsyth Tech.
3. The student may be subjected to sanctions imposed by Forsyth Tech, notwithstanding the fact the civil sanctions may not be imposed.

Disciplinary Procedures

A. Instructional Areas

Any instructor may request a student to leave a class, laboratory, shop, or clinical area when, in the opinion of the instructor, the student's conduct or personal demeanor disrupts normal classroom activities. If the student refuses to leave the class, the instructor may call campus public safety for assistance. The instructor, identifying the student and the cause for dismissal from class, will immediately notify in writing the division dean and the vice president of student development services of actions taken.

The burden of requesting re-entry to class, laboratory, or clinical areas will be upon the student involved. Request for re-entry must be made to the instructor before the next class meeting. If the instructor decides that the student needs additional counseling before re-entry, the instructor may require that the student meet with the division dean or the counseling staff for further discussion. If the division dean or the counseling staff decides that the student should be dismissed from the class or from Forsyth Tech, the instructor will send a written report (approved by the division dean) to the student, the vice president of instructional services, and the vice president of student development services. The vice president of instructional services will make the decision on dismissal when applicable and dismiss the student. The student will be given a copy of the report and a written notification of the decision. If a student wishes to appeal the decision, the appeal must be made by writing the student appeals committee within five days after receiving the dismissal notice.

B. Non-Instructional Areas

Any employee or student may file a written complaint for disciplinary action against any student enrolled at Forsyth Tech. The Public Safety Office may temporarily remove a student from campus when the student is jeopardizing the safety and security of faculty, staff, and/or the student body; a written complaint must then be filed. The complaint must be filed with the vice president of student development services, who will promptly investigate the complaint and make a decision regarding warning, suspension, dismissal, or other disciplinary action. Both the complainant and the student involved will be notified in writing. If the student wishes to appeal the decision of the vice president of student development services, the appeal must be made by writing the student appeals committee within five days after receiving the notice of the decision.

February 2004

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 (Eid) al Adha	2	3	4	5	6	7
8	9	10	11	12 Lincoln's Birthday	13	14 Valentine's Day
15	16 Presidents' Day	17	18	19	20	21 First of Muharram
22 Washington's Birthday	23	24	25 Ash Wednesday	26	27	28
29						

THINGS TO DO:

(Student Code of Conduct and Responsibilities continued.)

Student Appeals Committee

The student appeals committee will hear the appeal of any student after the appeal process has been exhausted at the department and division levels for instructional areas or the vice president of student development services for non-instructional areas. The student appeals committee will hear the appeal of any student regarding the following:

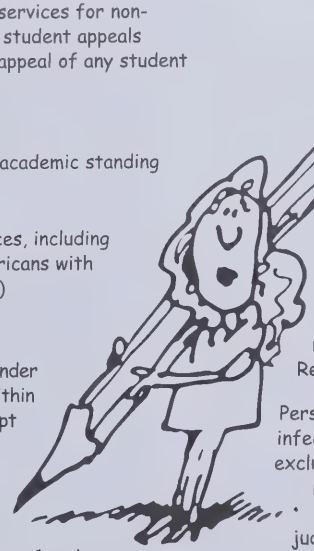
1. discipline
2. dismissal, except for academic standing
3. admissions
4. discriminatory practices, including violations of the Americans with Disabilities Act (ADA)
5. sexual harassment

The appeal will be heard under the following conditions within five working days of receipt of the confirmed appeal:

1. The student must submit a written statement containing factual and valid reasons for the appeal to the vice president of student development services, who will forward the statement of appeal to the committee chairperson. The chairperson may return the appeal to the student to clarify, to add factual information, or to state reasons for the appeal; the chairperson may reject the appeal if policies and procedures have not been followed by the student or there is sound reason to reject the appeal.
2. The committee will confine itself to making a recommendation on the appeal question and not on the validity of existing policies of Forsyth Tech. The committee reserves the right to suggest to the president that a current policy be examined for continued value to Forsyth Tech.
3. The committee will submit its recommendation to the president, who will make a final decision and who will notify the parties involved.
4. Records of the proceedings of the student appeals committee are available upon written request to the vice president of student development services.
5. The student must obtain special permission from the vice president for instructional services to attend classes pending resolution of the case on appeal.

Infectious Disease Policy

Forsyth Tech is committed to ensuring, as far as possible, that each employee and student enjoy safe and healthful work and/or study conditions. To this end, the college offers the following information for students and employees.



This policy information presents the procedures to be used by Forsyth Tech to protect those students and employees who may be exposed to infectious diseases and blood-borne pathogens. Blood-borne pathogens include, but are not limited to, the human immunodeficiency virus (HIV), which is the causative agent for acquired immune deficiency syndrome (AIDS), and hepatitis B virus (HBV). These procedures are based on written requirements published in the Federal Register (29 CRF 1919.1030).

Persons infected or reasonably believed to be infected with communicable diseases shall not be excluded from enrollment or employment or restricted in their access to the institution's services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual, welfare of other members of the institution, or welfare of client, staff or students in a clinical area.

Persons who know or have a reasonable basis for believing that they have an infectious/communicable disease which may pose a threat to others have an obligation to conduct themselves in accordance with such knowledge so as to protect themselves and others. Accordingly, employees should report this information to the human resources director, and students should report to the vice president of student development services. All information will be kept confidential except to those persons determined by the human resources director and vice president of student development services, as having a need to know. These persons will be informed after the individual is advised that such action will be taken.

It is the further declared policy of Forsyth Tech that its faculty, administration, and staff will conduct a continuing information program for all areas of Forsyth Tech personnel regarding communicable diseases and disabling illnesses.

Drug-Free Student Policy

Drug use and abuse by students have become immediate concerns in our society. These problems are extremely complex with no easy solutions.

The users of drugs may impair the well-being of all students and the educational environment and may damage Forsyth Tech property.

Therefore, it is the policy of Forsyth Tech that the unlawful manufacture, distribution, possession or use of a controlled substance is prohibited while on Forsyth Tech grounds.

1. Forsyth Tech does not differentiate between drug users and drug pushers or sellers. Any student who gives or in any way transfers or aids and abets in the transfer of a controlled substance to another person or sells or manufactures, or aids and abets in the sale or manufacture of a controlled substance while on Forsyth Tech premises will be subject to disciplinary action up to, and including suspension from school.
2. The term "controlled substance" means any drug listed in the North Carolina General Statutes or 21 U.S.C. subsection 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include legal drugs which are not prescribed by a licensed physician.
3. The counseling staff will conduct drug awareness and education workshops for students each semester. Individual counseling sessions and educational materials will be available in Counseling and Career Services at all times.
4. The counseling staff will include in orientation sessions reference to drug policies, drug awareness, and sources for assistance.
5. The counseling staff will be available to lecture and assist instructional staff with class presentations to help educate students regarding the health risks of alcohol and drug abuse.
6. The counseling staff will have available referrals for treatment and more extensive assistance.
7. The counseling staff will biennially assess the institutional environment by reviewing data from public safety, Counseling and Career Services, instructors, and other community resources to guide educational program development for students.

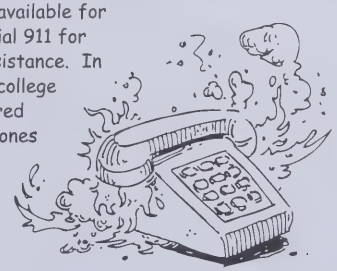
March 2004

THINGS TO DO:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8 Registration 8:30 a.m. - 7:00 p.m. Second Eight-Week Classes	9 First Day of Classes for Second Eight-Week Classes	10	11	12	13
14	15 Spring Break Faculty Work Day (No Classes)	16 Spring Break Faculty Work Day (No Classes)	17 St. Patrick's Day	18	19	20 Spring Begins
21	22	23	24	25	26	27
28	29	30	31			

Crime Awareness and Campus Security Act

Staff, faculty, and students of Forsyth Tech are encouraged to report all criminal actions and other related emergencies to the Public Safety Office, located in the Carolina Annex, Main Campus. A special emergency number has been established. Staff, faculty, and students may dial extension 7325 from any campus telephone (excluding public pay telephones) and receive immediate assistance. Pay telephones provided throughout campus locations are available for students to dial 911 for immediate assistance. In addition, the college has installed red emergency phones throughout the campus. Upon picking up the receiver, the phone automatically dials the 7325 emergency number. However, on West Campus you must dial 7325.



Upon receipt of a complaint, a public safety officer is assigned to the case. The complaint is documented, investigated, and processed by the investigating officer. If necessary, or where appropriate, an outside agency such as the Winston-Salem Police Department is contacted for assistance. Other staff of the college, such as the vice president of student development services, may also become involved where appropriate.

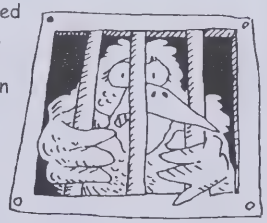
All complaints are reviewed and, where appropriate, action is taken by the director of public safety. Further review and action may occur up through the chain of command, including the president and board of trustees.

A public safety officer is on duty at all times regular classes are in session.

Computer Software Copyright Policy

Forsyth Tech purchases licenses for use of a wide variety of copyrighted computer software. The college does not own the copyright on this software or its related documentation and, unless authorized by the software developer or publisher, does not have the right to reproduce it.

According to the United States Copyright Law, illegal reproduction of computer software can be subject to civil damages up to $100,000 and criminal penalties including fines and imprisonment.



Forsyth Tech does not condone the illegal duplication of computer software or the use of illegally duplicated software. College employees and students shall use computer software only in accordance with its licensing agreements. Any employee or student who makes, acquires, or uses unauthorized copies of computer software shall be subject to disciplinary action.

www.forsythtech.edu

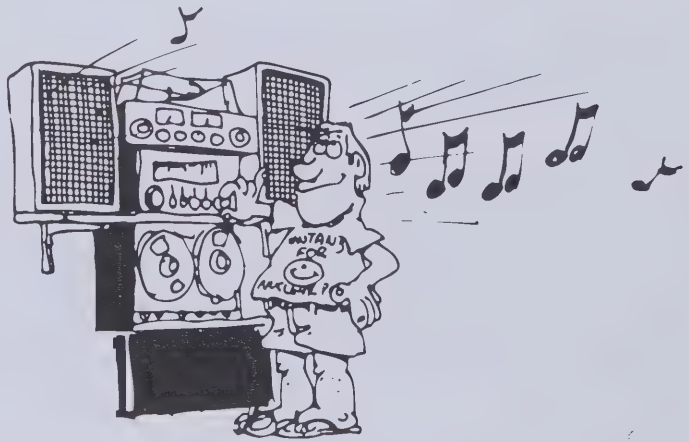
admissions@forsyth.cc.nc.us

Don't Forget

Spring Fling

April 30

11:00 a.m. - 2:00 p.m.



Food

Music

Games

Exhibits

Sponsored by the Student Government Council

April 2004

THINGS TO DO:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4 Daylight Savings Time Begins Palm Sunday	5	6 Passover Begins at Sundown on the 5th	7 Faculty Work Day (No Classes)	8 Faculty Work Day (No Classes)	9 Good Friday Holiday (College Closed)	10
11 Easter	12 Block Registration Adminsitrative Professionals Day	13 Block Registration	14 Telephone Registraton Begins at 6:00 a.m.	15 Telephone Registraton	16 Telephone Registraton	17 Telephone Registraton
18 Telephone Registraton Holocaust Remembrance Day	19 Registration 8:30 a.m. - 7:00 p.m. Telephone Registraton	20 Registration 8:30 a.m. - 7:00 p.m. Telephone Registraton Purge	21 Telephone Registraton	22 Telephone Registraton	23 Telephone Registraton	24 Telephone Registraton
25 Telephone Registraton	26 Telephone Registraton	27 Telephone Registraton Last Day to Drop Classes with a "W"	28 Telephone Registraton	29 Telephone Registraton	30 Telephone Registration Spring Fling 11:00 a.m. - 2:00 p.m.	

Student Life

Student Government Association (SGA)

The Student Government Association is composed of all current Forsyth Technical Community College students and is served by the Student Government Council (SGC). The SGC consists of the student government officers, Alpha Mu Beta fraternity members, and other SGC representatives. Participating students are people who are interested in developing leadership skills to be used in their careers in business, industry, or government. Students learn to work together to accomplish a wide range of projects that have a high impact on the college and community.

Student Government Council (SGC)

The Student Government Council (SGC) is intended to be a laboratory of development for motivated students. People who get involved find themselves learning, growing, and doing things they never thought they could do. This is a program in which students can test their education, experiment with social and group dynamics, and make positive personal changes without fear of criticism.

The SGC, with the Student Activities staff, manages the student activities budget and meets in business sessions. During the meetings, the members address student issues and plan and produce student activities such as Fall Festival, Spring Fling, Martin Luther King Jr. Celebration, blood drives, leadership workshops, and other projects. During meetings and projects, students learn and practice parliamentary procedure, group skills, teamwork, project management, and gain the experience of getting things done in a large institution. Some students choose to work with the budget, practice secretarial skills, or do advertising, student publications, and other public information duties.

The SGC also represents the student body to the college administration. The SGC president serves on the Forsyth Technical Community College board of trustees as a nonvoting member and reports to the SGC about board activities when appropriate. The SGC also serves as a vehicle of communication to the students for the administration. Members of the SGC attend statewide conferences approximately twice a year. During the conferences, students meet student leaders from community colleges across the state. They have an opportunity to share ideas and concerns, and learn leadership skills in workshops.

Alpha Mu Beta

Alpha Mu Beta is the service fraternity of the Student Government Council (SGC). Known as Ambassadors, they are a high profile group of students who spark interest in student life through campus networking, personal growth, and service to the community. Applicants are selected for their high scholastic achievements and communication skills. Ambassadors become proficient in meeting people and in the organizational, time management, planning and leadership skills that will help them in their chosen fields. Applicants who are accepted into the fraternity discover a relaxed, yet disciplined, fellowship that encourages growth. Ambassadors have the opportunity to lead such events as the Angel Tree Project, and many other service projects for the benefit of the college and community.

Flight Line Program

The Flight Line Program is a process by which students can track their time spent in leadership efforts within the Student Government Council (SGC). This program allows students to have a tangible record of these efforts, which also indicates to the entire institution the work that is being done by members of the SGC. In addition, the program serves as an "extracurricular transcript" for students to utilize as they seek further education or employment. In this program, students will keep track of how many hours they spend in areas of campus service, community service, and other projects during a semester. At the end of each semester, students are given awards based on how many hours were recorded. The flight metaphor represents the potential we all have to soar above our limitations and exceed our expectations. Thus, Flight Line awards are named for pioneers of flight such as the Wright Brothers, Chuck Yeager, and Ronald McNair.

Membership Requirements

If you are interested in one of the student government programs, you must:

1. Check your cumulative grade point average (GPA).
   - Ambassadors are required to maintain a 3.0 GPA.
   - Student Government Council members must maintain a 2.5 GPA.
2. Be registered for the correct number of credit hours.
   - Student Government Council members must be registered for one credit hour per semester.
   - Ambassadors must be registered for at least six credit hours per semester.
3. Complete a ***Student Government Council Application***, which can be obtained in Student Activities (1st floor), Allman Center, Main Campus.
   - Ambassadors must have the application signed by a faculty or staff member.
4. File the application.
   - Take your application to Student Activities (1st floor), Allman Center, Main Campus or mail it to:

     Student Activities Center
     Forsyth Technical Community College
     2100 Silas Creek Parkway
     Winston-Salem, NC 27103-5197

Interview Process

Students who apply for a position in the SGC must undergo an interview process. The program's advisor or a SGC representative will call applicants to set up interview appointments. All applicants must be interviewed by the membership committee and the student government advisor.

All SGC candidates are required to complete an orientation program. Details of the orientation program can be obtained from the student government advisor.

Student Activities and Athletics

Forsyth Tech strives to offer its students more than just an academic education. Efforts are made to provide students with extracurricular opportunities for involvement that will help to educate the total individual. By providing extracurricular activities, Forsyth Tech recognizes that a college education includes social, professional, and cultural involvement, as well as academics. Students are invited to come by Student Activities (1st Floor), Allman Center, Main Campus, to find out more about what Forsyth Tech has to offer outside the classroom.

All curriculum students pay the student activity fee when they register and automatically become members of Forsyth Tech's Student Government Association. Though called an activity fee, it is used for more than just providing activities.

Below is a list of expenses covered by the student activity fee.

1. Graduation expenses are partially covered. It costs over $25 per student to hold a graduation ceremony. Currently, students pay a graduation fee of $10 for each diploma received.
2. Student activities and entertainment such as the Fall Festival, Spring Fling, Martin Luther King Jr. Celebration, and Night Student Appreciation are free to students.
3. Student publications such as the ***Student Handbook*** and the student newsletter ***Technically Speaking*** are available to all students.

   The student newsletter, ***Technically Speaking***, is published monthly. Students can become involved in writing, photography, editing, desktop publishing, ad solicitation, and paper distribution. A student who is interested in becoming a newsletter staff member or a freelance contributor to the publication should contact the Student Activities Office.

   The purpose of the student newsletter is for students to prepare and organize a publication that benefits other students. The responsibility of the institution is to provide guidance to the students and funding for the printing of the newsletter. An English instructor serves as the advisor of the paper. Funding comes from the student activities budget. All student communications shall explicitly state that the opinions expressed are not necessarily those of the college or of its students.

   Another student publication is the online literary e-zine, ***The Wheel***, which is available through the Forsyth Tech Web site. Monthly literary contests are open to anyone in the Forsyth Tech community, including alumni. These winners are eligible for monetary prizes in the spring contest and will also have their contributions published in the hard copy of the literary magazine ***The Wheel***.
4. Athletic teams participate in men's basketball, coed cheerleading, women's volleyball, and women's fastpitch softball with other community colleges. Equipment and registration fees are paid out of the student activity fees.

May 2004

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Telephone Registraton
2	3 Telephone Registraton	4 Telephone Registraton	5 Telephone Registraton Ends at 6:00 p.m.	6	7 Purge at 1:00 p.m.	8
9 Mother's Day	10 Last Day of Spring Semester Classes	11 Grade Posting Faculty Work Day (No Classes)	12 Late Registration 8:30 a.m. -7:00 p.m. Purge Faculty Work Day (No Classes)	13 Commencement Exercise Faculty Work Day (No Classes)	14 Faculty Work Day (No Classes) Last Day to Request 100% Refund of Tuition	15 Armed Forces' Day
16	17 Drop/Add 8:30 a.m. - 7:00 p.m. First Day of Summer Term Classes Purge	18 Drop/Add 8:30 a.m. - 7:00 p.m. Purge	19	20	21 Last Day to Request 75% Refund of Tuition	22
23	24	25	26	27	28	29
30	31 Memorial Day Holiday (College Closed)					

THINGS TO DO:

activity fee budget. Golf tournaments, bowling leagues, and a putt-putt tournament are also offered every year to students at a greatly reduced price.

5. All Student Government Association expenses are paid out of student activity fee funds. Expenses include the student activities director's and secretary's salaries, supplies and materials for the Student Activities Office, and all SGA printing expenses.

6. Attendance at SGC conferences is a major expense of the SGA. Forsyth Tech is a member of the North Carolina Comprehensive Community College (N4C) Student Government Association. The N4CSGA offers two conferences each year. These conferences offer workshops and seminars to prepare students to lead the SGA on their campuses.

The Forsyth Tech men's basketball team and women's volleyball team are both members of the National Junior College Athletic Association (NJCAA). An intercollegiate athletic team is also offered in women's fastpitch softball. Interested students should contact the Student Activities Center regarding participation.

Constitution

Forsyth Technical Community College
Student Government Association

Preamble

We, the students of Forsyth Technical Community College, in order to promote the philosophy of the College, which encourages the development of its students as total persons, and in order to serve the students of our educational institution by providing leadership and opportunity for participation in a wide range of programs and activities, do establish this constitution with the approval of the president of Forsyth Technical Community College.

Article I: Name

The name of this organization shall be the Student Government Association of Forsyth Technical Community College, hereafter referred to as the SGA. The governing body of the SGA shall be called the Student Government Council, hereafter referred to as the SGC.

Article II: Objectives

Section 1. To encourage an interest in our campus, college activities, and student body concerns.

Section 2. To promote a mutual respect among the administration and the student body.

Section 3. To recommend student activity fees and develop a budget for the financial support of such activities and the SGC expenses that are compatible with the general welfare of the student body and with the purpose of the College, and to approve all expenditures of the student activity budget.

Section 4. To make recommendations to the president and the student activities supervisor, hereafter referred to as the SAS, of Forsyth Technical Community College, concerning matters affecting the student body.

Section 5. To recommend and sponsor student activities and programs in cooperation with the SAS.

Article III: Composition

The Student Government Council shall be composed of seven representatives from each instructional division. Subsequently, the candidate shall be interviewed by the SGC interview committee, SAS and appropriate divisional dean for approval. Seats left open from any division shall be filled from the pool of applicants.

Section 1. Representatives shall be enrolled in and actively attending at least one credit hour each semester and shall have paid the student activity fee.

Section 2. Representatives shall maintain at least a 2.5 grade point average.

Section 3. A president, vice president, and secretary, shall be elected from the representatives to the SGC by the student body no later than the last day of classes each spring semester. A treasurer, public information officer, and a parliamentarian shall be elected by vote of the SGC representatives.

Section 4. Elected officers shall serve one academic year beginning the last day of classes of each spring semester unless impeached.

Section 5. The representatives' term of office shall be limited only by probation, impeachment, graduation, or voluntary withdrawal.

Section 6. The SAS shall be the senior advisor to the SGC.

Article IV: Meetings

Section 1. The SGC will meet with the SAS on a bimonthly basis.

Section 2. By majority vote, the SGC may elect to become inactive during summer term.

Section 3. Meetings are the second and fourth Monday of each month and open to any student, staff member, board member or alumni wishing to attend.

Section 4. The president of the SGC, the SAS, or the president of the college may call a special SGC meeting should the need arise.

Section 5. A two-thirds majority of the active membership shall constitute a quorum.

Section 6. A majority of one passes a vote. The president shall vote only to break a tie.

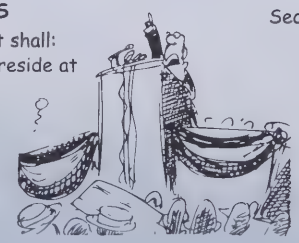
Section 7. Voting by proxy shall be allowed only if approved in advance of a meeting by the SGC president and SAS. The representative requesting to vote by proxy shall submit the request in writing to the SGC President no later than 24 hours prior to a scheduled meeting. The request should name a designated representative to carry the vote for the requesting member and this action should be noted in the minutes of the meeting. No voting by proxy shall be allowed for new business.

Section 8. Motions passed by the SGC shall be subject to review and remand by the SAS.

Article V: Duties

Section 1. The president shall:

A. Call and preside at all SGC meetings.
B. Be a nonvoting member of Forsyth Technical Community College board of trustees, and attend all board meetings and as many committee meetings as possible. No delegate may be sent in the president's place.
C. Appoint special committees or positions as the president or the SGC deems necessary, except vacancies on the SGC.
D. Have the power to act in the absence of the SGC representatives when in the interest of the student body.
E. Represent the SGC in all relations with school officials and with other institutions.
F. Submit to the SGC such recommendations as deemed necessary either in writing or in person.



Section 2. The vice president shall:

A. Be an assistant to the president and assume the duties of the president in the president's absence.
B. Assume the duties of the president should the president resign.
C. Oversee all committees of the SGC and serve as an ex-officio member of these committees unless appointed as an official committee member.
D. Assist in all other areas as requested by the president.

Section 3. The secretary shall:

A. Maintain and distribute the minutes of all meetings of the SGC.
B. Maintain attendance records of all meetings, activities, and projects to be reviewed with the SAS.
C. Coordinate all incoming and outgoing correspondence.
D. Be responsible for reminding all representatives of meetings.
E. Assist in all other areas as requested by the president.

Section 4. The treasurer shall:

A. Maintain the financial reports of the SGC.
B. Assist the SAS in maintaining the inventory of all equipment and materials owned by the SGC.
C. Submit a financial report at all regular meetings of the SGC.
D. Serve as chairperson of the budget committee.
E. Assist in all other areas as requested by the president.

June 2004

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11 Gordon School 9-11AM	12
13	14 Flag Day	15	16	17	18	19
20 Father's Day	21 Summer Begins	22	23	24	25	26
27	28	29	30			

THINGS TO DO:

(Constitution continued.)

Section 5. The public information officer shall:
- A. Maintain student information outlets, i.e., bulletin boards, marquee, newsletter, etc.
- B. Serve as liaison to the *Technically Speaking* staff.
- C. Serve as chairperson on the poster and publicity committee.
- D. Assist the Alpha Mu Beta scheduling coordinator in advertisement and in the recruiting of the volunteer pool.
- E. Assist in all other areas as requested by the president.

Section 6. The parliamentarian shall:
- A. Guide the SGC in matters of parliamentary procedure.
- B. Shall advise the president in matters regarding the SGC constitution.
- C. Shall be available to any club or other organization on campus for instruction on parliamentary procedure.
- D. Shall review all student organization constitutions and present them to the SGC for approval and maintain a file of all student organization constitutions.
- E. Shall chair the SGC interview committee.

Section 7. All representatives, including those holding office, shall:
- A. Not miss more than three regular meetings and one called meeting of the SGC per semester. No more than two meetings may be missed in a row.
- B. Participate in at least 75 percent of all SGC projects and activities.
- C. Serve on at least one committee, and miss no more than two regular committee meetings per semester.
- D. Conduct themselves in a manner that is not detrimental to the student body, school, or community.
- E. Student Government Council representatives who miss more than the maximum allowed meetings will be subject to examination by a review committee. (See Article X, Section 4.)
- F. Be subject to one semesters probation for dropping below GPA requirements.

Article VI: Committees

Section 1. Standing committees shall include:
- A. budget,
- B. poster/publicity,
- C. Flight Line,
- D. interview committee, and
- E. all other committees deemed necessary by the president.

Section 2. Inactive committees shall include:
- A. All committees not meeting on a regular basis.

Section 3. Members of committees shall:
- A. Serve as chairperson of no more than one standing committee at a time.
- B. Serve on no more than three standing committees at a time. (The SGC vice president shall serve as an ex-officio member of all committees.)

Article VII: Vacancies

Section 1. Upon the resignation of the president, the vice president shall fill the office of president for the remainder of the president's term.

Section 2. Upon the resignation of any other officer, the vacancy shall be filled for the remainder of the term by vote of the SGC.

Section 3. Vacancies of a member shall be filled as expeditiously as possible. The selection process shall be the same as for the composition of the SGC.

Article VIII: Alpha Mu Beta Fraternity

Alpha Mu Beta (AMB) Fraternity shall be the service arm of the Student Government Council. Members will be known as Ambassadors. Ambassadors shall serve as representatives of Forsyth Tech, the student body, and the SGC at various events both on and off campus. AMB will be responsible for volunteer programs off campus and for establishing a pool of students to staff these events.

Article IX: Grievance Procedures

Section 1. Anyone who wishes to file a formal complaint concerning SGC procedures, officers, or representatives should send a written complaint to the president or highest uninvolved officer and SAS.

Section 2. The grievance will then be reviewed by the officer and the SAS and may be brought before the SGC unless the grievance is of a personal nature.

Section 3. Action on any grievance is subject to review and remand by the president of Forsyth Technical Community College.

Article X: Impeachment

Section 1. A representative is eligible for impeachment by committing any one or combination of the following:
- A. Does not have reasonable excuses for prolonged absences of those detailed in Article V, Section 7, items A, B and C.
- B. Does not perform the duties as assigned in the constitution.
- C. Exhibits conduct unbecoming an SGC member.
- D. Academic probation by Forsyth Tech.

Section 2. A formal written complaint must state the reason for impeachment. A copy must be sent to the SAS and the highest uninvolved officer or representative.

Section 3. The SAS and the uninvolved highest officer or representative, plus the SGC representative of longest tenure, will constitute the review committee.

Section 4. The review committee will review the formal complaint with the representative within ten days. If the complaint is found to be valid, the review committee may place the representative on probation or call for impeachment proceedings by the SGC.

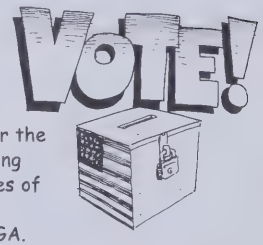
Section 5. The review committee must call a special meeting of the SGC for impeachment proceedings.

Section 6. The impeachment proceedings will be held as follows:
- A. Reason for dismissal will be read.
- B. The highest uninvolved officer will substantiate the reason for dismissal.
- C. The representative will explain the reason for his actions and may present any witnesses he deems necessary.
- D. A vote will be taken and the majority will rule.

Article XI: Amendments

Amendments to this constitution shall be proposed by a representative of the SGC or the SAS at a meeting. Such amendments shall become a valid part of this constitution when approved by two-thirds of all members at a duly announced meeting and approved by the president of Forsyth Technical Community College. Voting on such amendment may not occur during the same meeting in which amendments were proposed.

Article XII: By-Laws



The SGC shall establish and maintain by-laws for the purpose of instituting rules and procedures of administration and operation of the SGA. Amendments to the by-laws shall be valid when approved by a two-thirds majority vote of the SGC and approved by the SAS. Voting on such by-laws may not occur during the same meeting in which the by-laws were proposed.

For more information about joining the Forsyth Technical Community College Student Government Council (see page 27) call (336) 734-7326 or (336) 734-7509, or e-mail ewaddell@forsyth.cc.nc.us.

July 2004

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4 Independence Day	5 Independence Day Holiday (College Closed)	6	7	8	9	10
11	12	13	14 Last Day to Drop Classes with a "W"	15	16	17
18	19	20	21	22	23	24
25	26	27 Last Day of Summer Term Classes	Grade Posting Faculty Work Day (No Classes)	Faculty Work Day (No Classes)	Faculty Work Day (No Classes)	31

THINGS TO DO:

Forsyth Technical Community College
Campus and Center Locations

❶ Main Campus
2100 Silas Creek Parkway
Winston-Salem, NC 27103
(336) 723-0371
(Mailing address for all locations)

❷ 4th Street Small Business Center
Chamber Building
601 West 4th Street
Winston-Salem, NC
(336) 631-1320

❸ 5th Street Library Center
Forsyth County Public Library
660 West 5th Street
Winston-Salem, NC
(336) 631-1325

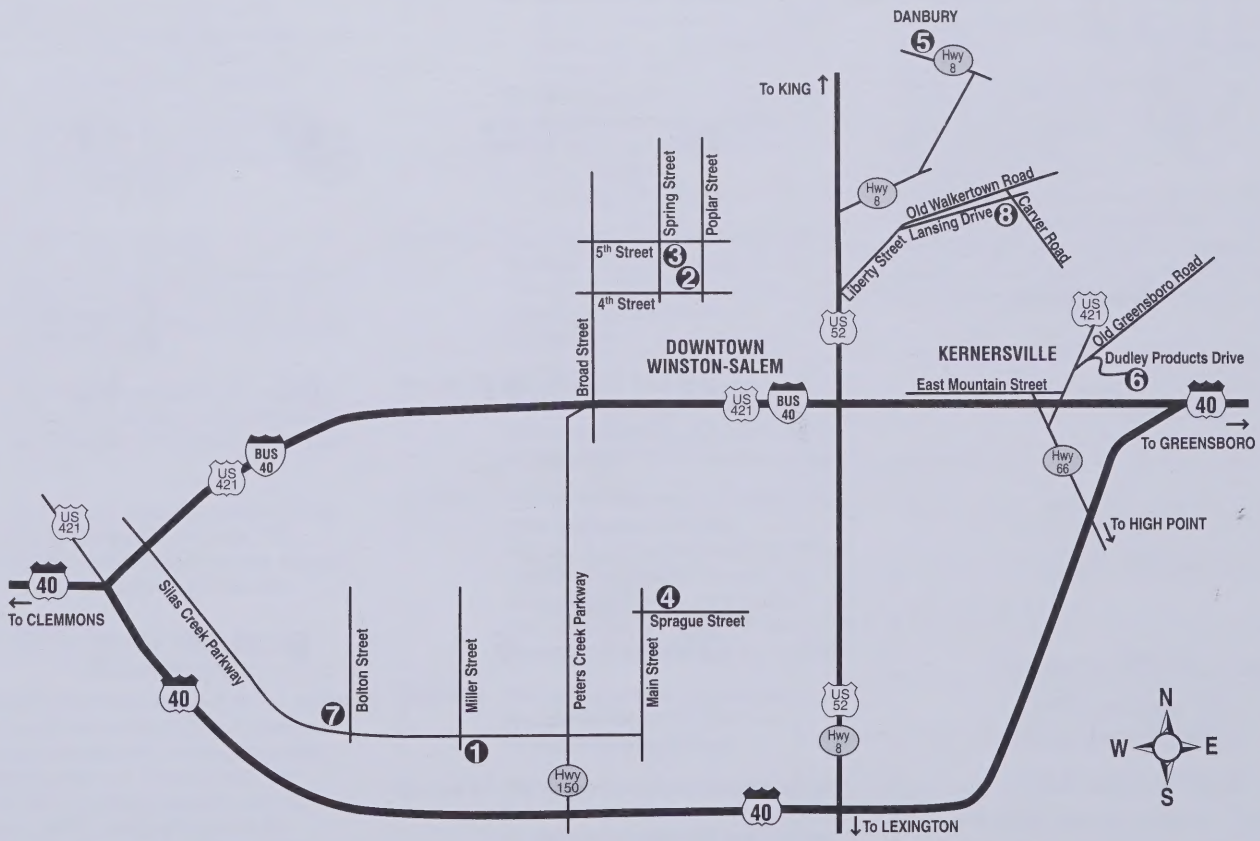
❹ Southside Hispanic Center
309 East Sprague Street
Winston-Salem, NC
(336) 631-8878
Se hablo español.

❺ Stokes County Office
1012 Main Street
Danbury, NC
(336) 593-2482

❻ Grady P. Swisher Center
1251 Dudley Products Drive
Kernersville, NC
(336) 734-7903

❼ West Campus
1300 Bolton Street
Winston-Salem, NC
(336) 761-1002

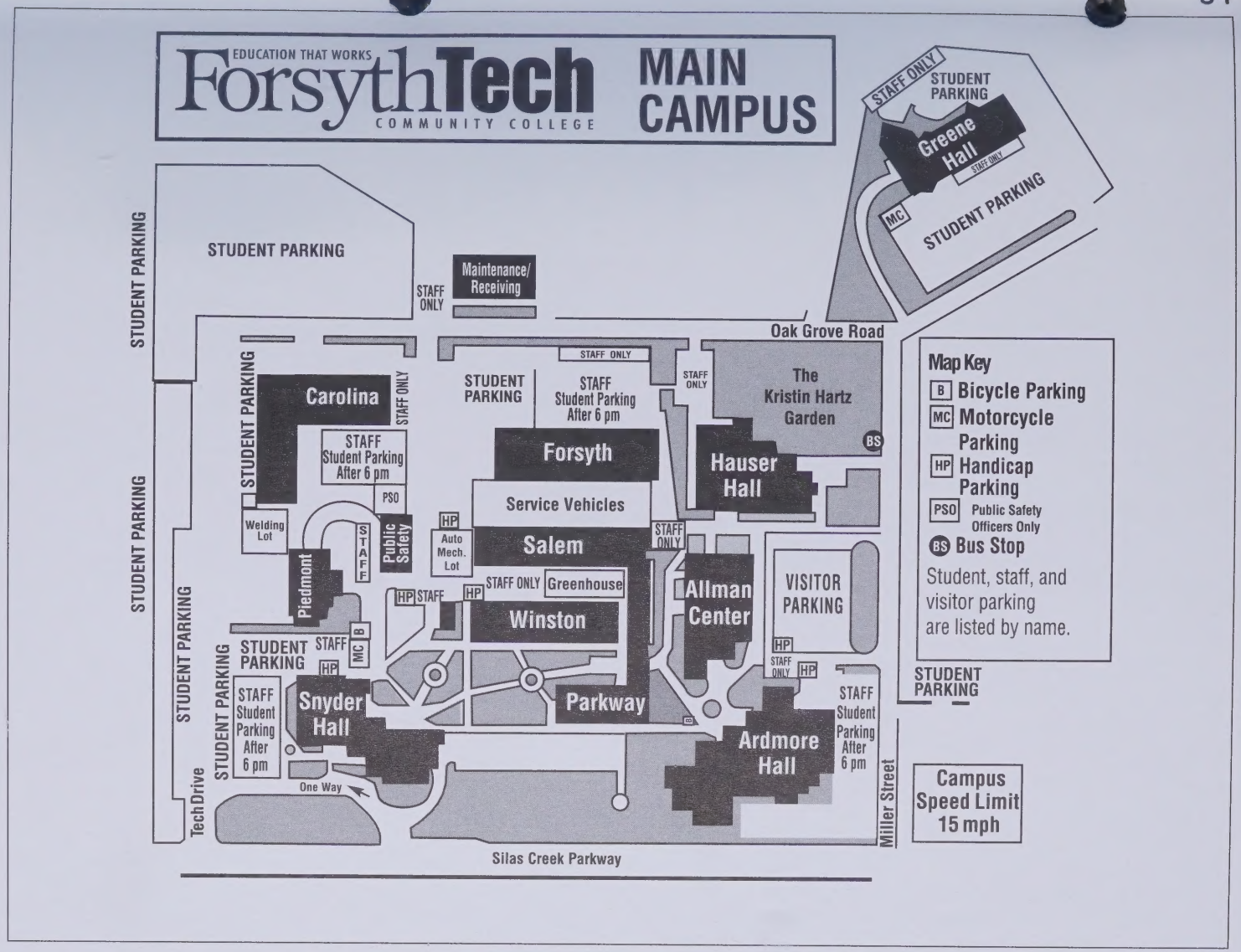
❽ Mazie S. Woodruff Center
4905 Lansing Drive
Winston-Salem, NC
(336) 734-7950



This map is not drawn to scale.

Forsyth Technical Community College

Main Campus
2100 Silas Creek Parkway
Winston-Salem, NC 27103



Allman Center
- Admissions Office
- Alumni Affairs & Special Events Office
- Arts and Sciences Division Office
- Business Office
- Career Guidance Center
- Cashier's Office
- Classrooms/Labs
- Counseling and Career Services
- Educational Partnerships
- Forsyth Tech Foundation
- Grants Office
- Human Resources Office
- Information Desk
- Information Systems Office
- Institutional Advancement Office
- Institutional Planning and Support Services Offices
- Instructional Services Office
- James A Rousseau II Minority Male Mentoring Program
- Marketing & Public Information Office
- President's Office
- Purchasing Office
- Records Office
- Recruiting/Minority Services Office
- Student Activities Center
- Student Financial Services
- Student Government Council Office
- Testing Center

Ardmore Hall
- Audiovisual Services
- Auditorium A & B
- Classrooms
- Development Education Office
- Directed Studies Center
- Distance Learning Center
- Learning Center
- Library

Carolina Annex
- Environmental Services Office
- Public Safety Office

Carolina Building
- Classrooms/Shops

Forsyth Building
- Classrooms/Shops

Greene Hall
- Classrooms/Labs
- Health Technologies Division Office

Hauser Hall
- Business Information Technologies Division Office
- Cafeteria
- Classrooms/Labs
- Shugart Women's Center at Forsyth Tech
- Thomas H. Davis iTEC Center

Maintenance/Receiving Building
- Physical Plant
- Shipping and Receiving

Parkway Building

Piedmont Building
- Classroom/Shops

Salem Building
- Classrooms/Shops

Snyder Hall
- Bookstore
- Classrooms/Labs
- Faculty/Staff Service Center
- Research and Assessment Office

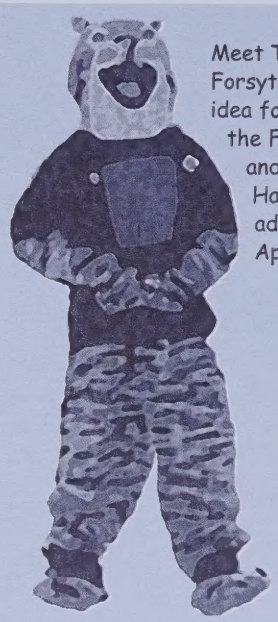
Winston Building
- Classrooms/Shops
- Engineering Technologies Division Office

You are invited to join the Forsyth Technical Community College's Student Government Council, student organizations, student leadership, and sports teams. For more information call Eddie Waddell at (336) 734-7326 or Daisy Cutler at (336) 734-7509.

Student Organizations	Advisor	Phone	E-mail
Architectural Technology Club	Herb Burns	(336) 734-7342	hburns@forsyth.cc.nc.us
Association of Information Technology Professionals (AITP)	Mardi White	(336) 734-7199	mwhite@forsyth.cc.nc.us
Campus Bible Fellowship	Sherraine McLean	(336) 734-7242	smclean@forsyth.cc.nc.us
Distance Learning Club	Kristin Redfield	(336) 734-7458	kredfield@forsyth.cc.nc.us
Future Advocates for Children of Tomorrow (FACT)	Gwen Walter	(336) 734-7967	gwalter@forsyth.cc.nc.us
Hispanic Student Association	Pauline Morris	(336) 631-8878	pmorris@forsyth.cc.nc.us
International Cultural Exchange Club (ICE)	Joy Lester	(336) 734-7485	jlester@forsyth.cc.nc.us
Journalism Club	Elaine Hage Michelle Williams	(336) 734-7459 (336) 734-7455	ehage@forsyth.cc.nc.us mwilliams@forsyth.cc.nc.us
Medical Assisting Student Organization (MASO)	Laura Durham	(336) 734-7362	ldurham@forsyth.cc.nc.us
Motor Sports Club	Eddie Shumate	(336) 734-7535	eshumate@forsyth.cc.nc.us
Philosophical Society	James Fortuna Fredrick Roundtree	(336) 734-7454 (336) 734-7195	jfortuna@forsyth.cc.nc.us froundtree@forsyth.cc.nc.us
Sigma Theta Kappa (Criminal Justice Club)	Kristie Baity Stormy Cross	(336) 734-7908 (336) 734-7282	kbaity@forsyth.cc.nc.us scross@forsyth.cc.nc.us
Society of Manufacturing Engineers (SME)	Fred Robbins	(336) 734-7274	frobbins@forsyth.cc.nc.us
Student Nurses Association (SNA)	Susan Baker Yolanda Hilton	(336) 734-7420 (336) 734-7435	sbaker@forsyth.cc.nc.us yhilton@forsyth.cc.nc.us
Student Practical Nursing Association	Sharon Moore Janice Wimbish	(336) 734-7418 (336) 734-7417	smoore@forsyth.cc.nc.us jwimbish@forsyth.cc.nc.us
Village Crossroads Club	Trudee Johnson	(336) 734-7507	tjohnson@forsyth.cc.nc.us

Student Leadership	Advisor	Phone	E-mail
Alpha Mu Beta	Eddie Waddell	(336) 734-7326	ewaddell@forsyth.cc.nc.us
Flight Line Program	Eddie Waddell	(336) 734-7326	ewaddell@forsyth.cc.nc.us
Phi Theta Kappa	Jane Cline Maryanna Richardson	(336) 734-7402 (336) 734-7174	jcline@forsyth.cc.nc.us mrichards@forsyth.cc.nc.us
Student Government Association	Eddie Waddell	(336) 734-7326	ewaddell@forsyth.cc.nc.us
Vocational-Technical Honor Society	Laura Durham Darrell Hill Derrick Reeves	(336) 734-7362 (336) 734-7313 (336) 734-7275	ldurham@forsyth.cc.nc.us dhill@forsyth.cc.nc.us dreeves@forsyth.cc.nc.us

Sport's Teams/Recreation	Advisor	Phone	E-mail
Bowling League	Barry Lawing	(336) 734-7461	blawing@forsyth.cc.nc.us
Coed Cheerleaders	Eddie Waddell	(336) 734-7326	ewaddell@forsyth.cc.nc.us
Golf Tournaments	Barry Lawing	(336) 734-7461	blawing@forsyth.cc.nc.us
Men's Basketball	Jim Jackson	(336) 734-7724	jjackson@forsyth.cc.nc.us
Women's Fastpitch Softball	Eddie Waddell	(336) 734-7326	ewaddell@forsyth.cc.nc.us
Women's Volleyball	Scott Spillman	(336) 734-7326	ewaddell@forsyth.cc.nc.us



Meet **Technical Tiger**, the official mascot of Forsyth Technical Community College. The idea for Technical Tiger was developed by the Forsyth Tech student activities staff and given to Winston-Salem artist Clevell Harris. The board of trustees officially adopted the mascot on Thursday, April 20, 1995.

Clevell Harris retains the copyright and the Student Government Association (SGA) owns the character. The following rules apply to using Technical Tiger:

1) Any use of the character must be approved by the Student Government Association.

2) Technical Tiger may not be used for profit by any private company or individual unless licensed by the SGA and the artist.

An Equal Opportunity Educational Institution

Forsyth Technical Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award Associate in Applied Science, Associate in Art, and Associate in Science degrees.

15,000 copies of this public document were printed with student activity funds by authority of the Student Government Association at a cost of $7,500.00 or 50¢ per copy.
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